

## DATA PROTECTION NOTICE

### For managing the list of subscribers to the quarterly newsletter of Eurojust

#### 1. Context and controller

The Corporate Communications Unit (CCU) needs to process the contact details of all subscribers to the [Eurojust quarterly newsletter](#) to inform the European citizens of the activities of Eurojust. CCU distributes this newsletter four times a year, via email.

The processing of personal data of is subject to [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation \(EC\) No 45/2001 and Decision No 1247/2002/EC](#).

Collecting and processing personal data within CCU are under the responsibility of the Controller, who is the Head of CCU, and can be reached at the e-mail address [dp\\_comms@eurojust.europa.eu](mailto:dp_comms@eurojust.europa.eu).

#### 2. What personal information do we collect, for what purpose, on which legal basis and through which technical means?

##### *Types of personal data*

The public communications team within CCU collects the e-mail address of subscribers. The sign-up for the newsletter is done by the subscription form linked to from the Eurojust website, where the subscribers are informed that they give explicit consent to be on the list. The [subscription form](#) is hosted in the Newsroom environment, where also the list of subscribers is stored and managed.

The only information required in stored in the list of subscribers in Newsroom is the subscriber's email address. No other information will be requested or stored.

##### *Purpose of the processing*

The objective of the subscriber list is to enable the distribution of the quarterly newsletter. This is the only purpose for maintaining the list, the information will not be used for any other purpose.

##### *Legal basis*

**The personal data will be only processed and stored on the basis of your consent in accordance with Article 5 (1)(d) of Regulation (EU) 2018/1725.** Please note that you have the right to withdraw your consent at any time. To do that, please use the unsubscribe option that can be found at the bottom of each newsletter sent. By unsubscribing from the newsletter, your email address will be taken from the Eurojust newsletter list. Alternatively a request can be send to [dp\\_comms@eurojust.europa.eu](mailto:dp_comms@eurojust.europa.eu).

##### *Technical means*

Your email address is stored on the Newsroom application, and access is only provided on a need-to-know basis. No paper copies are kept or shared with other institutions or private companies.

#### 1. Who has access to your personal data and to whom is it disclosed?



For the purposes detailed above in section 2, access to your personal data is only possible for duly authorised staff members working in the Corporate Communications Unit.

Only members of the wider public communications team, the Administrative Assistant to CCU and the Head of CCU (as well as those who will replace them during periods of extended absence) can access the data. Eurojust do not share your information with any third party.

## **2. How do we protect and safeguard your information?**

To protect your personal data, a number of technical and organisational security measures to ensure confidentiality have been put in place by DG Connect. For more information please consult the [Data Protection record of Newsroom](#).

Administrative measures include the obligation for all authorised personnel having access to personal data stored in the Newsroom application to be security screened or sign a confidentiality agreement.

## **3. How long do we keep your personal data?**

The email addresses on the list will be kept as long as the newsletter is issued. Specific emails will be removed upon receiving an automated message stating that the email address is not functioning any longer, or if the person asks to have his or her data removed from or changed in the database. Using the unsubscribe option offered in each newsletter sent will also ensure your details are removed from the Eurojust newsletter list.

## **4. How can you verify, modify or delete your information?**

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725. Any such request should be directed to the Controller at the following e-mail address: [dp\\_comms@eurojust.europa.eu](mailto:dp_comms@eurojust.europa.eu).

A reminder of the possibility to unsubscribe from the database is included in every newsletter. Furthermore, the Eurojust website informs subscribers how to unsubscribe.

## **5. Contact information**

In the event of queries regarding the processing of personal data, the Eurojust Data Protection Officer can be contacted via the following e-mail address: [dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu).

## **6. Recourse**

You have the right of recourse to the [European Data Protection Supervisor \(EDPS\)](#) via e-mail: [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or via the following link: [https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en).