



## EUISS record of processing activity EUISS Newsletter

1	Last update of this record	10/11/2020
2	Reference number	COM-001
3	Name and contact details of controller	European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30  Responsible department or role: Public Information Officer  Contact form for enquiries on processing of personal data to be preferably used: <a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
4	Contact details of the DPO	<a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	Constant Contact Inc 10 Corporate Drive Suite 300 Burlington MA 01803 USA Privacy Contact: <a href="mailto:Privacy@endurance.com">Privacy@endurance.com</a>
7	Description and purpose of the processing	Personal data is collected for the sole purpose of distributing the EUISS Newsletter.

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8	Description of categories of persons whose data the EUISS processes and list of data categories	Data subjects: All Individuals who subscribe to the EUISS newsletter  Personal Data Collected: Email Address, First Name, Last Name are obligatory categories. Job Title, Company and Title (Ms/Mr/Dr) are voluntary fields. For each Newsletter: If the Newsletter was delivered, opened and read. If a link in the Newsletter was clicked.
9	Time limit for keeping the data	Indefinite unless the data subject unsubscribes.
10	Recipients of the data	The Communications team of the EUISS: Public Information Officer, Events and Communication Assistant.
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Personal Data is transferred to the US where the processor is based. Transfers are based on EU Standard Contractual Clauses, after a Risk Assessment.
12	General description of security measures	The data is accessible only by the communications with each member having an individual user name and password. Data in transit is encrypted via industry-standard Secure Sockets Layer (SSL) connections over HTTPS.
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<a href="https://www.iss.europa.eu/content/data-protection-privacy-statements">https://www.iss.europa.eu/content/data-protection-privacy-statements</a>

14	<p>Legal basis and necessity for processing(Article 5 of the Regulation):</p> <ul style="list-style-type: none"> <li>• (a) necessary for performance of tasks in the public interest assigned by Union legislation</li> <li>• (a2) (a) as per recital 17, second sentence</li> <li>• (b) necessary for compliance with legal obligation incumbent on controller</li> <li>• (c) necessary for performance of a contract to which the DS is party</li> <li>• (d) consent</li> <li>• (e) vital interest</li> </ul>	d) Consent
15	Purpose definition	To disseminate our publications and/or job opportunities to interested parties.
16	Data minimisation	The email address is needed for communication purposes. The first and second name is to create a better user experience. All other fields are optional.
17	Accuracy	The data subjects provide the information themselves and can at any time change it.
18	Storage limitation	The data is kept until point of unsubscription in order to retain a link with those interested in receiving information about the EUISS.
19	Transparency	The privacy notice is on the EUISS website with links provided on the newsletter sign-up page and on every newsletter.
20	Access and other rights of persons whose data you process	The subscribers have full rights to change or remove their details at any time.
21	<p>Does this process involve any of the following?</p> <ul style="list-style-type: none"> <li>•data relating to health, (suspected) criminal offences or otherwise considered sensitive(‘special data categories’);</li> <li>•evaluation, automated decision-making or profiling;</li> </ul>	No