

**Privacy statement on the protection of personal data in relation to the online subscription to the  
GSA newsletters “GSA Today” and “Special issues”**

All personal data are dealt with in compliance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Regulation (EC) 45/2001).

The following data protection information notice outlines the criteria by which the data is collected managed and used in relation to the online subscription to the GSA newsletters “GSA Today” and “Special issues”.

**Identity of the controller:**

Controller: GSA Executive Director.

Delegated controller: Head of Communications Department.

**Purpose of processing:**

The purpose of the processing is to send the quarterly GSA newsletter “GSA Today” and the GSA newsletter “Special issues” and, occasionally, to send a survey in order to obtain feedback on the newsletters.

**Data concerned:**

Data subjects (that is, subscribers to the newsletter) submit their name, surname, organisation, country and email address as well as other information regarding their specific interests.

**Legal basis:**

Data subject’s consent.

**Recipients of the data processed:**

Access to personal data is granted on a ‘need to know’ basis to:

- Duly appointed staff of GSA;
- Staff of the GSA contractor in charge of the communication services.

Any recipient shall be reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

**Lawfulness of processing:**

The lawfulness of the processing is based on Article 5(d) of Regulation (EC) No 45/2001. Data subjects unambiguously give their consent to the processing of the personal data when filling the online subscription form.

**Information on the retention period of personal data:**

Personal data is stored electronically for 3 years and six months for the purpose of dispatching the newsletters. Personal data is stored in the servers of GSA’s contractor (such as T-systems in Germany), and managed by another GSA’s contractor (such as GOPA) both abiding the necessary security provisions.



Data subjects can unsubscribe at any time. Furthermore, every three year an email is sent to the user reminding him/her the possibility to amend and review his/her information preferences and to unsubscribe from the newsletters.

**The data subject's rights:**

- Data subjects have the right of access and rectification of their personal data at any time. Requests shall be addressed to the Head of Communication Department at [com@gsa.europa.eu](mailto:com@gsa.europa.eu).
- Data subjects are entitled to lodge an appeal at any time with the European Data Protection Supervisor (EDPS) at [edps@edps.europa.eu](mailto:edps@edps.europa.eu) should they consider that the processing operations do not comply with Regulation (EC) No 45/2001.

**Contact information:**

- Regarding the processing of your personal data: [com@gsa.europa.eu](mailto:com@gsa.europa.eu).
- Regarding the interpretation, application or breach of Regulation (EC) 45/2001: GSA Data Protection Officer (DPO) at [dpo@gsa.europa.eu](mailto:dpo@gsa.europa.eu).