

**Privacy statement on the protection of personal data in relation to the online subscription to the
GSA newsletters**

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; currently the GSA issues the following two newsletters: “GSA Today” and “Watch This Space”.

Identity of the controller:

Controller: Head of Communications Department.

Purposes of processing:

The purposes of the processing are:

- to establish list(s) of subscribers wishing to receive the GSA newsletter(s); on the basis of the data subjects’ preferences, different lists are established (one list for those choosing to receive only “GSA Today”, one list for those choosing to receive only “Watch This Space” and one list for those choosing to receive both);
- to send the bi-monthly GSA newsletter “GSA Today” and the weekly GSA newsletter “Watch This Space” to the subscribers (as per their choices explained above) and,
- occasionally, to send a satisfaction survey in order to obtain feedback on the content of the newsletters.

Data concerned:

Data subjects (that is, subscribers to the newsletters) submit their name, surname, organisation (e.g. public institution, private sector etc.), country and email address as well as other information regarding their specific areas of interest (e.g. aviation, agriculture, rail etc.). Data subjects can choose the newsletter(s) to which they wish to subscribe, without the need to provide any additional personal data than those mentioned above.

For the purpose of sending out satisfaction surveys, no additional personal data is collected from the data subjects; the surveys are sent out directly to subscribers.

Legal basis:

Data subjects’ 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, which manage the collected personal data and conduct the satisfaction surveys;
- staff of the GSA contractors providing web services for the GSA’s website www.gsa.europa.eu (such as website design, website hosting including cloud services etc.).

Any recipient shall be reminded of its 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 and storage locations 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 on the servers of the GSA contractors mentioned above which are located in the EU and abiding by the necessary security provisions.
- Data subjects can unsubscribe and withdraw the consent to the treatment of their personal data at any time. Furthermore, every three years an email is sent to the users reminding them of the possibility to (i) amend and review their information preferences; (ii) withdraw their consent to the treatment of their personal data and unsubscribe from the newsletters.

The data subjects' 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.
- Data subjects are entitled to lodge an appeal at any time with the European Data Protection Supervisor (EDPS) at 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.
- Regarding the interpretation, application or breach of Regulation (EC) 45/2001: GSA Data Protection Officer (DPO) at dpo@gsa.europa.eu.