

Notification to the Data Protection Officer under Article 25 of the Rules on Data Protection (Decision 235/16/COL) ('the Rules')

Changes affecting the information contained in the notification must be notified promptly to the Data Protection Officer, see Article 25(3) of the Rules.

Date of submission: 11.12.2017

Part 1: Processing

- Unit responsible for the processing operation

LEA and ADM

- Name of processing operation

Contact and mailing lists

- General description of the processing operation

Creation, use and maintenance of contact and mailing lists

- Sub-contractors

MailMojo

- Automated / Manual operations

Entry of personal data into mailing lists (automatic (web form) or manual (ESA staff at request of an individual))

Use of mailing lists to send out mail or email (automatic)

Retention of personal data on mailing lists (automatic)

Erasure or removal from a mailing list (automatic (unsubscribe) or manual (individual))

- Comments

- Security measures

Security measures as applicable to the Authority's IT infrastructure (as specified in Doc No 846315) including the GoPro system (Doc No 858099) and email system (Doc No 846314).

Part 2: Purpose and legal basis

- The purpose(s) of the processing operation

Construction of a mailing list for keeping third parties up to date with the Authority. This permits the Authority to carry out its activities under the EEA Agreement and the SCA in a transparent manner.

- The legal basis of the processing operation

EFTA Surveillance Authority Decision 235/16/COL on Data Protection Rules, Article 5 (d).

Part 3: Data subjects/fields

- Categories of data subjects

Mailing list recipients

- Categories of data / Data fields

E-mail, name, preferred language

Part 4: Rights of the data subjects

- Information to be provided to the data subjects

Privacy statement to be added to the webpage for subscriptions to the mailing list, in order to obtain data subject consent in line with Article 5(d) of Decision No 235/16/COL.

- Procedure to grant rights

Authority procedure for data subject requests (DSR) (Doc No 863894).

The Authority also offers an online verification and update possibility, and an unsubscribe function.

- Retention policy and time limit

It may be assumed that the data subject wishes to remain on the mailing list until they say otherwise (which could be for an entire 40 year career). Accordingly, ESA should retain data until an email address gives a bounce response or an unsubscribe request is received. If these occur, deletion should automatically follow.

Part 5: Recipients

- Categories of recipients of the data

ESA Staff members in IT and Communications

- Transfer of the data

Names, e-mail addresses and preferred language are transferred to MailMojo.