



RECORD OF PERSONAL DATA PROCESSING

Art. 31 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 (henceforth the "Regulation")

Record n°

08/2021

In accordance with Article 31 of Regulation 2018/1725, individuals whose personal data are processed by the Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing operations.

This record covers two aspects:

- 1. Mandatory records under Art 31 of the Regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out*
- Record of a new data processing operation prior to its implementation*
- Change of a data processing operation*
- Migration from notification to record.*

Newsletters of Eurydice Network (Eurydice Today & Eurydice Voice)	
1	Last update of this record (where applicable) Former Notification ref 2011-013
2	Short description of the processing The European Education and Culture Executive Agency issues two newsletters Eurydice Today and Eurydice Voice, to provide registered subscribers with information related to education policies and activities of the Eurydice network (Eurydice Today).
Part 1 - Article 31 Record	
3	Name of the Controller Unit(s) and/or function of person acting on behalf of the Controller

	Controller: European Education and Culture Executive Agency Unit(s): EACEA.A6 Education and Youth Policy Analysis - EACEA-A6@ec.europa.eu
4	Contact details of the Data Protection Officer (DPO) EACEA-data-protection@ec.europa.eu
5	Name and contact details of joint controller (where applicable) NA
6	Name and contact details of processor (where applicable) Directorate-General for Communications Networks, Content and Technology DG CNECT.R3 is the service provider and as such has access to the data. (cnect-newsroom-support@ec.europa.eu)
7	Purpose of the processing Personal data is collected and processed for the purpose of sending the newsletter to those who have subscribed.
8	Description of the categories of data subjects Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries) <input type="checkbox"/> Agency staff (Contractual and temporary staff in active position) <input type="checkbox"/> Visitors to the Agency <input type="checkbox"/> Contractors providing goods or services <input type="checkbox"/> Applicants <input type="checkbox"/> Relatives of the data subject <input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Witnesses <input type="checkbox"/> Beneficiaries <input type="checkbox"/> External experts <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Other, please specify: recipients that subscribe to the newsletter
9	Description of personal data categories Indicate <u>all</u> the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category): a) Categories of personal data: <input type="checkbox"/> in the form of personal identification numbers <input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints <input type="checkbox"/> concerning the data subject's private sphere

	<input type="checkbox"/> concerning pay, allowances and bank accounts <input type="checkbox"/> concerning recruitment and contracts <input type="checkbox"/> concerning the data subject's family <input type="checkbox"/> concerning the data subject's career <input type="checkbox"/> concerning leave and absences <input type="checkbox"/> concerning missions and journeys <input type="checkbox"/> concerning social security and pensions <input type="checkbox"/> concerning expenses and medical benefits <input type="checkbox"/> concerning telephone numbers and communications (optional) <input checked="" type="checkbox"/> concerning names and addresses (including email addresses) <input type="checkbox"/> Other: please specify: _____ b) Categories of personal data processing likely to present <u>specific risks</u>: <input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures <input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct) c) Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10): <input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/> concerning health <input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/> concerning sex life or sexual orientation d) Specify any additional data or explanatory information on the data being processed, if any: NA
10	<p>Retention time (time limit for keeping the personal data)</p> <p>Contact details of subscribers: the data is available as long as users wish to remain subscribed to the newsletters. If they decide to have their data deleted, they can do so by clicking on the relative link on the bottom of the newsletter ("manage my account"). Once data is deleted by a user, the data is also automatically erased from the databases. If users who unsubscribed want to continue receiving the newsletter, they will need to subscribe again.</p> <p>Is any further processing for historical, statistical or scientific purposes envisaged? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>
11	<p>Recipients of the data</p> <p>Access to personal data is given on a need-to know basis to the following recipients:</p> <ul style="list-style-type: none"> - EACEA.A6 staff in charge of creating and editing the newsletter. This is a limited number of staff responsible for dissemination and communication activities

	<p>- European Commission DG CNECT(R3) technical service</p> <p>The transfer of data to other third parties is prohibited.</p>
12	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>No</p>
13	<p>General description of the technical and organisational security measures</p> <p>Organisational measures at EACEA include appropriate access rights and access control. Information and training has been provided to staff with regard to the processing of personal data. A general privacy policy is in place and there is a dedicated data protection officer. The newsletter is a European Commission (EC) corporate tool managed by DG CNECT abide to the European Commission's security directives and provisions established by the Directorate of Security for these kinds of servers and services.</p>
14	<p>Information to data subjects / Privacy Statement</p> <p>The privacy statement will be made available to the data subjects: Subscription page of Eurydice Voice: https://ec.europa.eu/newsroom/eacea/user-subscriptions/1041/create Subscription page of Eurydice Today : https://ec.europa.eu/newsroom/eacea/user-subscriptions/1135/create</p> <p>The privacy statement is also available on the newsletter (bottom of the page).</p>