



EUROPEAN COMMISSION  
Service for Foreign Policy Instruments (FPI)

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** *'Newsletter subscription'*

**Data Controller:** *Service for Foreign Policy Instruments (FPI)*

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## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “*Newsletter subscription*” undertaken by the Service for Foreign Policy Instruments (FPI) is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation: *The Service for Foreign Policy Instruments (FPI)* collects and uses your personal information to ensure informing EU Business Hub participants and affiliated stakeholders of news and upcoming activities related to the EU Business Hub programme.

In order to carry out the processing activities for the aforementioned purpose, the Service for Foreign Policy Instruments (FPI) collects your first name, last name, e-mail address, and organisation name and type.

Your personal data will not be used for an automated decision-making including profiling.

## **3. On what legal ground(s) do we process your personal data**

We process your personal data on the ground that you have given consent to the processing of your personal data for one or more specific purposes.

## **4. Which personal data do we collect and further process?**

In order to carry out this processing operation the *Service for Foreign Policy Instruments (FPI)* collects the following categories of personal data:

- *First name;*
- *Last name;*
- *E-mail address;*
- *Name of organisation.*

The provision of your e-mail address and name of organisation is mandatory.

## **5. How long do we keep your personal data?**

The Service for Foreign Policy Instruments (FPI) only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely until the newsletter services you have subscribed to cease to operate, and then remove it permanently. You can withdraw your consent by contacting the EU Business Hub contractor anytime at [becsub2b\\_belgianuni@deloitte.com](mailto:becsub2b_belgianuni@deloitte.com). If you unsubscribe, your personal data is permanently deleted immediately. If you modify your email address, no history or previous versions are kept.

## **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data,

etc.) are stored either on the servers of the European Commission or the contractor for the EU Business Hub, namely Deloitte or its partners (Eurochambres, EMECA, DT Global). All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The contractor for the EU Business Hub, namely Deloitte and its partners and sub-contractors (Eurochambres, EMECA, DT Global), will have access to your personal data. All Commission contractors are contractually obliged to implement the necessary measures for safeguarding your personal data.

In case you agree to be contacted for evaluation purposes, your data would be disclosed to the designated contractor conducting the survey. Please refer to the specific privacy statement attached to the request to take part in the evaluation.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have consented to provide your personal data to the Service for Foreign Policy Instruments (FPI) for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

#### **9. Contact information**

##### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, the Service for Foreign Policy Instruments (FPI) [FPI-DATA-PROTECTION@ec.europa.eu](mailto:FPI-DATA-PROTECTION@ec.europa.eu).

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer of the Commission ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) and the Service for Foreign Policy Instruments (FPI) [FPI-DATA-PROTECTION@ec.europa.eu](mailto:FPI-DATA-PROTECTION@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

**10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.