

## DATA PROTECTION NOTICE – E-newsletter subscription DPO-4-03

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*E-newsletter subscription involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725<sup>1</sup> (the “Regulation”).*

This data protection notice explains how the Circular Bio-based Europe Joint Undertaking (hereafter referred to as CBE JU) uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

Circular Bio-based Europe Joint Undertaking protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on Article 15 of the Regulation.

### **What is the purpose of the processing?**

- Subscription to the CBE JU electronic newsletter and related services (alerts, notifications, etc). Establishing a list of email addresses to which each issue of the e-newsletter is sent
- sending emails, invitations to events, alerts, e-news, and other relevant information

### **Which personal data do we process?**

Personal data:

- Profession
- Personal details

### **Why do we process your personal data and under what legal basis?**

Personal data:

- Public Interest Article 5 a) of Regulation 2018/1725
- Explicit consent Article 5 d) of Regulation 2018/1725

### **Who is the controller and other actors involved in the processing?**

Controller: The Circular Bio-based Europe Joint Undertaking, legally represented by Philippe Mengal, Avenue Toison d'Or, 1060 Brussels

Processor(s) of personal data:

- Mailchimp

### **How is Circular Bio-based Europe Joint Undertaking processing the personal data?**

See [https://www.cbe.europa.eu/system/files?file=2022-04/CBEJU\\_legal\\_notice\\_2022.pdf](https://www.cbe.europa.eu/system/files?file=2022-04/CBEJU_legal_notice_2022.pdf) for more information.

### **How do we protect and safeguard your information?**

- Staff dealing with this processing operation is designated on a need-to-know basis

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<sup>1</sup> Regulation (EU) N° 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 (“EUDPR”).

- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned
- Data not displayed to the wider public

### **Who can access to your personal data and to whom is it disclosed?**

The following might have access to your personal data:

- Other: CBE JU communication team
- Other: External services provider: Mailchimp

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

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of EU DPR Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

In case data subjects wish to exercise their rights, they should send an email to the Circular Bio-based Europe Joint Undertaking Data Protection Officer at [DPO@CBE.europa.eu](mailto:DPO@CBE.europa.eu).

### **How to withdraw your consent and the consequences of doing this**

Data subjects have the right to withdraw their consent at any time by sending a written request to the above-mentioned email address. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

*Possible restrictions as laid down in Article 25 of the EU DPR Regulation can apply.*

### **How long is the data retained?**

- Data is deleted once a subscriber unsubscribes. Unless CBE JU receives a positive reply from the data subject, the personal details will no longer remain in the CBE JU database and therefore the data subject will not receive any more communication from CBE JU. In any case, personal data will not be kept for longer than necessary, for the purpose for which they were collected or further processed. days: Profession
- The individual declaration on the use of ICT systems, applications, networks, software, hardware and information will be stored during the time the person is part of the CBE JU staff and for non-staff, when their mission to the CBE JU is completed, after which it is destroyed. • The individual declaration on hand-over of software, hardware and information will be stored for two weeks, after which it is destroyed. • Personal data are removed from the CBE JU Mobile Devices which are restored to the initial configuration after maximum 15 days from the moment the employee returned the device allocated for a certain role, on an ad hoc basis or occasionally. • The report to the LISO compiled in the event of a security incident or data breach, using information from the logs, is stored until the incident can be declared as formally closed. days: Personal details

## Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the Circular Bio-based Europe Joint Undertaking at [DPO@CBE.europa.eu](mailto:DPO@CBE.europa.eu), *and*
- [COMMUNICATIONS@CBE.EUROPA.EU](mailto:COMMUNICATIONS@CBE.EUROPA.EU)

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO:  
European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>

### **Additional information**

More information on Data Protection at the Circular Bio-based Europe Joint Undertaking can be obtained in the Data Protection Register and in the privacy notices published in the Circular Bio-based Europe Joint Undertaking web site.