

## **Mailing List <Mailing List Name> Privacy Statement**

(This template must be adapted to each mailing list)

### **Introduction**

Personal data related to this mailing list will be processed in accordance with Regulation (EC) n° 45/2001 on the protection of individuals with regard to the processing of personal.

### **Purpose and collection process**

The purpose of the processing of personal data is:  
the management of mailing-list for <Mailing List Name>.  
<Describe concisely your publication/newsletter here>

### **Personal data collected and further processed**

Data necessary for the organisation and management of the mailing list, such as Gender (needed for the right title)/first name/surname/profession/postal & e-mail addresses/phone number/fax number...)

### **Data recipients**

The access to all personal data as well as all information collected in the context of this mailing list, and the organisation thereof, is only granted through UserID/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. These users typically are: the chairman and the secretary of the mailing list, both supported by a team in the operational services inside the DG.

### **Data retention**

Your personal data will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the future in the context of the Commission's activities. If you do not agree with this, please contact the Processor by using the Contact Information mentioned in the invitation letter and by explicitly specifying your request.

### **Contact information**

The controller of this mailing list is the Head of Unit TRADE.A.3 of DG TRADE.

The processor of this mailing list is the Head of Unit "<name of the unit>". He can be contacted at:

Phone: <Phone>

Functional Mailbox: <Functional email>

### **Recourse:**

Remarks can be addressed to the Commission [Data Protection Officer](#).

Complaints, in case of conflicts, can be addressed to the [European Data Protection Supervisor](#).