

List <Contact List Name> Privacy Statement

(This template must be adapted to each contact list)

Introduction

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

Purpose and collection process

This contact list contains information about persons involved in the handling of <the matter>. It aggregates various sources of information such as business cards, email signatures...

Commission officials use this contact list in order to contact you by phone or by email in the context of the above matter.

Personal data collected and further processed

- Gender (needed for the right title),
- First name and last name,
- Organisation,
- Function within the organisation,
- Professional phone and email.

Data recipients

Access to the list is only granted to officials of the Commission in charge of the above matter. They typically are: the head of unit <name of unit>, his/her secretary and selected members of the unit.

Data retention

Your personal data is kept in the list for as long as - to the best of our knowledge - you are involved in the handling of the above matter.

If you do not agree with this, or request any modification, please contact the Processor by using the Contact Information mentioned below.

Contact information

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

The processor of this 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 conflict, can be addressed to the [European Data Protection Supervisor](#).