

## **Privacy Statement concerning the CPVO Newsletter**

### **1. Context and Controller**

The personal information we collect from you ("the Data Subject") will be processed in line with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals 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 (hereinafter - Regulation (EU) No 2018/1725) .

Your privacy is important to the Community Plant Variety Office ("CPVO" or "us" or "the controller") and we feel responsible for the personal data that we process on your behalf. Therefore, we are committed to respecting and protecting your personal data and ensuring the efficient exercising of your data subject's rights.

### **2. What personal data do we process and why?**

CPVO newsletter is produced and sent twice per year to the general public via email. It is also available on the CPVO website [cpvo.europa.eu](http://cpvo.europa.eu)

In order to receive the newsletter, a person must subscribe on the CPVO website by providing with the email in the dedicated subscription field.

The mandatory personal data (email address) is needed to ensure the delivery of the service to the subscriber, as the newsletter is sent by email.

No other information at any moment is transferred to other systems, exported from the newsletter or otherwise further treated.

### **3. What are the legal bases and the ground for lawfulness of processing?**

The legal basis for the processing of data: Article 5.1 (d) of the Regulation (EC) No 2018/1725 (the data subject has given consent to the processing of his or her personal data for one or more specific purposes).

### **4. Who is responsible for processing the data?**

The processing of personal data is carried out under the responsibility of the Head of Legal Unit.

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

The CPVO ensures that the collected data are processed only by the authorized internal and external processors.

There are no proposed transfers of data to third countries or international organizations outside the recipients and the legal framework.

## 6. How do we safeguard your personal data?

The controller implements appropriate technical and organisational measures in order to safeguard and protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to it.

Personal data is stored in secure IT system according to the security standards of the CPVO. System and server are password protected and require an authorised username and password to access. The information is stored securely so as to safeguard the confidentiality and privacy of the data therein.

All persons dealing with personal data in the context of the IT systems, at any stage, shall sign a confidentiality declaration and/or non-disclosure agreement.

If processing of personal data is carried out by a service provider, the data controller of this processing, will monitor and verify the implementation of the required organisational and technical security measures necessary to ensure compliance with the Regulation (EU) No 2018/1725.

## 7. How long do we keep your data?

Email addresses are until you decide to unsubscribe. You may unsubscribe from the newsletter list at any time by clicking on the link available on CPVO website, next to the newsletter subscription field.

## 8. How can you obtain access to information concerning you and, if necessary, rectify it? How can you request the erasure of your personal data or restriction of processing or object processing? How can you request to exercise your right to data portability? How can you withdraw consent, where processing of your personal data is based on consent?

If you would like to request to obtain access to information concerning you and, if you think that it is necessary, to correct it, to request the erasure or restriction of processing of your personal data and/or object to processing of it; If you would like to request to receive the personal data concerning you in a structured, commonly used and machine-readable format and to transmit those data to another controller, you may contact us. In exercising your right to data portability, you also have the right to have your personal data transmitted to another controller, where technically feasible.

**Right to object:** We are using your personal data because we believe that it is necessary for the performance of a task carried out in the public interest on the basis or in the exercise of official authority vested in the CPVO. In case you disagree with the processing of your personal data, based on the aforementioned lawful ground, you have the right to object, at any time.

**Right to withdraw consent:** You have the right to withdraw your consent at any time by unsubscribing from receiving the newsletter.

**Right to access:** You have the right to access and confirm what personal data we hold about you, at any time.

**Right to rectification:** You also have the right to correct inaccurate personal data.

**Right to erasure:** You have the right to "erase" your personal data.

**Right to data portability:** You have the right to receive your personal data, which we have collected from you based on your consent, from us and to transfer or have it transferred (where it is technically feasible) to another controller.

**Right to restrict the processing:** When certain conditions apply, you have the right to request that we restrict the processing activities relating to your personal data.



If you would like to exercise any of these rights, please send us your request. We will provide information on action taken on your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. We shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

In case you wish to request access to your personal data, to verify which personal data we store on your behalf, have it modified, erased, restrict the processing, exercise your right to data portability, object or withdraw consent, please make use of the contact information mentioned, by explicitly and accurately describing your request.

In principle, we cannot accept verbal requests (telephone or face-to-face) as we may not be able to deal with your request immediately without first analysing it and reliably identifying you. Requests can be sent to the controllers: Vice-President and Head of the Technical Unit by e-mail at [dpc@cpvo.europa.eu](mailto:dpc@cpvo.europa.eu).

## **9. Who should you contact if you have a question about the protection of personal data or in case you would like to lodge a complaint?**

Should you have any queries in relation to the processing of your personal data, please address these to the data Controller, at the following email address: [dpc@cpvo.europa.eu](mailto:dpc@cpvo.europa.eu).

You may also consult the CPVO's Data Protection Officer: [dpo@cpvo.europa.eu](mailto:dpo@cpvo.europa.eu).

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

