

Privacy Statement¹
Information on the protection of your personal data
237N00

1. Who is responsible for the handling of your personal data at the General Secretariat of the Council (GSC)?

General Secretariat of the Council (GSC)

Head of the Graphics and Publications Unit (COMM.2.B) -

DG: Directorate-General Communication and Information (DG COMM)

publications.documentation@consilium.europa.eu

2. Contact details of the GSC's Data Protection Officer

Data Protection Officer

data.protection@consilium.europa.eu

3. What categories of personal data do we handle?

The following personal data is processed : name, address, phone number and email address

4. For what purpose do we handle your personal data?

If you have requested a publication or documentation via email, over the phone, via EU Bookshop or in person, we collect your personal data to be able to send you the requested information.

5. What is the legal basis for the handling of your personal data?

Processing is necessary for the performance of a task carried out by the GSC in the public interest or in the exercise of its official authority. 'Public interest' includes the processing operations needed for the management and functioning of the European institutions.

¹ Your personal data is handled in accordance with Regulation (EU) XX/2018.

6. If the legal basis is consent, you can withdraw it by

Not applicable

7. If the legal basis is a contract, are you obliged to provide us with your personal data and what are the consequences of not doing so?

Not applicable

8. If we did not receive the personal data directly from you for this purpose, how did we obtain it?

Not applicable

9. Who will have access to your personal data?

Staff members from the following entities have access to your personal data:

- Mail service
- Graphics and Publications unit

10. Will your personal data be transferred to a third country or an international organisation? If so, what safeguards are in place, if any?

No

11. For how long will we keep your personal data?

Your data is kept for 6 months, to ensure tracking and delivery of the information requested.

12. Does the handling of your personal data involve automated decision-making, including profiling? What are the consequences for you?

Not applicable

13. What are your rights² and how can you exercise them?

You have the right to request access to your personal data, and to ask for it to be corrected or deleted.

Under certain circumstances, you may have the right to object to the handling of your personal data or to ask for it to be restricted.

² Articles 17 to 22 of Regulation (EU) XX/2018.

You can exercise these rights by sending an e-mail to the person responsible for the handling of your personal data (see point 1), with a copy to the Data Protection Officer (point 2).

With your request, you must provide a copy of an identification document to confirm your identity (ID card or passport). This document should contain an identification number, country of issue, period of validity, your name, address and date of birth. Any other data contained in the copy of the identification document such as photo or any personal characteristics may be blacked out.

(Not applicable to GSC staff)

- 14. You have the right to lodge a complaint with the European Data Protection Supervisor edps@edps.europa.eu**

Before you do so, it is recommended that you first try to obtain a remedy by contacting the person responsible for the handling of your personal data at the GSC (see point 1) and/or the Data Protection Officer (point 2).
