**EMCDDA Personal Data Protection Record on
EMCDDA E-MAIL UPDATES VIA MAILCHIMP**

Part 1 - mandatory records under Article 31 of the new rules (publicly available)

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	20-07-2021
2.	Reference number:	DPO-047
Part 1 - Article 31 Record		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Rosemary Martin de Sousa Head of COM unit Rosemary.de.Sousa@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	n.a.
6.	Name and contact details of processor (where applicable)	Mailchimp: https://mailchimp.com/contact/
7.	Purpose of the processing	The EMCDDA uses Mailchimp as a platform for sending e-mail updates informing about its activities according with Regulation (EC) No 1920/2006 on the European Monitoring Centre for Drugs and Drug Addiction.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Any person who wishes to subscribe to the services described above can use this service on their own initiative by filling out a subscription form. Providing a valid e-mail address is a pre-requisite to receive the e-mail updates. Any additional information (such as name, country of origin etc.) is not mandatory. From the Mailchimp Privacy Policy: https://mailchimp.com/legal/privacy/#3._Privacy_for_Contacts Point 3 A i: "Device information: We collect information about the device and applications you use to access emails sent through our Service, such as your IP address, your operating system, your browser ID, and other information about your system and connection. Usage data: It is important for us to ensure the security and reliability of the Service we provide. Therefore, we also collect usage data about your interactions with campaigns (and/or emails) sent through the Service, which may include dates and times you access campaigns (and/or emails) and your browsing

		activities (such as what pages are viewed and which emails are opened). This information also allows us to ensure compliance with our Standard Terms of Use and Acceptable Use Policy, to monitor and prevent service abuse, and to ensure we attain certain usage standards and metrics in relation to our Service. We also collect information regarding the performance of the Service, including metrics related to the deliverability of emails and other electronic communications that our Members send through the Service. This information allows us to improve the content and operation of the Service and facilitate research and perform analysis into the use and performance of the Service."
9.	Time limit for keeping the data	The data provided will be stored until the data subject unsubscribes from the e-mail newsletter. Subscribers can at any point consult the data stored, modify it and unsubscribe directly via the Mailchimp system ('Update your preferences').
10.	Recipients of the data	By using one of the subscription forms, data subjects acknowledge that their personal data information, as provided by them, will be transferred to Mailchimp for processing. The personal data will be handled by staff members of the EMCDDA Communication unit.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	See 6.The e-mail service is provided by Mailchimp. Mailchimp uses GDPR-compliant forms and double opt-in: https://mailchimp.com/gdpr/
12.	General description of security measures, where possible.	Mailchimp allows to set up different rights for users. Even though the system is used by staff members from outside the Communication unit, their roles are defined as 'authors' which prevents them from viewing any personal data of subscribers.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Privacy statement: please insert link when available