



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data processing:	EU WhoisWho - EESC Members
Created on	15/11/2018
Last update	19/11/2020
Reference number	028
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	A1 GRE
2b) contact details	nominations-eesc@eesc.europa.eu
3. Joint controller	
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	
6. Purpose(s) of the data processing	To publish members' data in the official EU directory and keep the EESC mailing list up to date in the automated address and publications management system (SAGAP).
7. Description of the categories of persons whose data are processed	EESC members and CCMI delegates

<p>8. Description of data categories processed</p>	<p>Data are extracted from the Agora database, an internal EESC tool, or are provided by members.</p> <p>1. Data published with respect to the person's role: 1) surname and first name; 2) photo; 3) position at the EESC; 4) country represented; 5) term of office; 6) date of joining the EESC; 7) membership of EESC bodies: groups and sections; 7) membership of national organisation(s); 8) languages spoken; 9) declaration of interests without signature.</p> <p>2. Data published only when consent is given (each category of data may be selected separately): 1) telephone number; 2) address; 3) work e-mail address; 4) non-confidential postal work address; 5) internet site; 6) declaration of interests with signature; 7) date of birth; 8) place of birth.</p>
<p>9. Time limit for retaining the data</p>	<p>Personal data are kept during the member's term of office and beyond, if the member does not object, for possible historical purposes (e.g. to provide evidence of the long-standing membership of a body of a member to be appointed to a key post within the EESC, such as Committee president or vice-president, or elsewhere) and for possible statistical purposes.</p>
<p>10. Recipients of the data</p>	<p>Some data are sent to the Publications Office for publication in EU Whoiswho (the official directory of the European institutions which presents the contact details of all EU institutions and bodies). It is published in online, e-book and paper formats. If available, your photo will be published in the electronic EU Whoiswho. Only the photos of the Committee president and vice-presidents are published in the paper version of the EU directory.</p> <p>Your postal address and non-confidential e-mail address for correspondence are sent to the OP to be entered into the automated address and publications management system (SAGAP), in order to enable products of the European institutions to be distributed.</p>
<p>11. Transfers of personal data to a third country or an international organisation</p>	<p>None</p>
<p>12. General description of security measures, where possible</p>	<p>Access to encoding in the database and paper storage in locked cabinets is strictly limited to the staff of the EESC Registry Unit.</p>

Part 2

Compliance check and risk screening

1.a) Legal basis and reason for processing

- necessary for the performance of a task carried out in the public interest
- (a) or in the exercise of official authority vested in the Union institution or body
- (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)
- (c) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- (e) necessary in order to protect the vital interests of the data subject or of another natural person

[Tick (at least) one of the boxes]

1b) Legal basis

2. Are the purposes specified, explicit and legitimate?

Yes

3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?

The data is not processed for any other purpose.

4. Do you really need all the data items you plan to collect?

Yes, we need all the data items.

5. How do you ensure that the information you process is accurate?

These are data received directly from members.




6. How do you rectify inaccurate information?

Personal data published in the EU Whoiswho will be corrected as follows:

- for the on-line version, within two weeks from the date of receipt of the request;
- for the paper version, in the edition published the following year.

Data in SAGAP (the automated address and publications management system used for the physical distribution of the products of the European institutions) will be corrected within two weeks of receipt of the request.

7. Are they limited

according to the maxim "as long as necessary, as short as possible"?	Yes
8. If you need to store certain information for longer, can you split the storage periods?	The period cannot be split
9 How do you inform data subjects?	Privacy statement
10. Access and other rights of persons whose data are processed	Requests are dealt with by the Registry Unit. (see point 11/6).
11. Does this process involve any of the following?	<input type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data <input type="checkbox"/> (b) evaluation, automated decision-making or profiling <input type="checkbox"/> (c) monitoring data subjects <input type="checkbox"/> (d) new technologies that may be considered intrusive
Part 3 Linked documentation	
1. Links to threshold assessment and DPIA (where applicable)	 No hyperlink inserted
2. Where are your information security measures documented?	 No hyperlink inserted
3. Links to other documentation	 No hyperlink inserted
4. Other relevant documents	