



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data processing

Created on

Last update

Reference number

Year

1. Controller: European Economic and Social Committee

2.a) Service responsible

2b) contact details
Directorate E - (Unit (depending which unit organises the event)
email:

3. Joint controller
Not applicable

4. DPO: contact details data.protection@eesc.europa.eu

5. Processor(s) (where applicable)
Not applicable

6. Purpose(s) of the data processing
Directorate E organises a number of events, which mainly concern staff.
Some examples are:

- staff meetings
- staff ceremonies
- study trips
- teambuilding events
- special events (health and safety week, step-challenge, Vélo-Mai etc)

The main purpose of the processing of personal data performed in the context of the event is the management/organisation and successful implementation of the event. The data may also be used for communication and publicity purposes.

7. Description of the categories of persons whose data are processed	EESC staff members
8. Description of data categories processed	<p>The Data collected is mainly of audio-visual nature (photographs, audio and video footage) for events.</p> <p>In case of study trips and teambuilding events: Name and unit/directorate.</p>
9. Time limit for retaining the data	<p>Data is kept for the coverage of the event. The data will be kept on the intranet for one year and on the Directorate E servers for 10 years for archiving purposes, in order to retrace the timeline of the event and to reuse the material as a template for new events.</p> <p>The photos, audio and video recordings that have been published (for example on the web or in publications) will remain in that format indefinitely.</p>
10. Recipients of the data	<p>All EESC staff (officials, temporary agents, contract agents, seconded national experts, trainees) and EESC Members who have access to the EESC intranet.</p> <p>Some of the personal data (photographs and/or audio and video recordings of speakers and participants) could be published in the context of the event and in the framework of the EESC activities on the Internet. If necessary, the files containing the video materials can be slightly altered, so that they can be used for the purposes for which the video materials were taken. The Committees are not responsible for recordings made in a personal capacity during an activity organised by the Committee.</p>
11. Transfers of personal data to a third country or an international organisation	The data will not be transferred to a non-EU member state or international organisation.
12. General description of security measures, where possible	
13. Privacy statement	Template for HR events
Part 2 Compliance check and risk screening	
1.a) Legal basis and reason for processing	<p>necessary for the performance of a task carried out in the public interest</p> <p><input checked="" type="checkbox"/> (a) or in the exercise of official authority vested in the Union institution or body</p>

- (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)
 - processing is necessary for the performance of a contract to which the
- (c) 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	Necessary for the management and functioning of the institution (as per recital 22, second sentence) of regulation EU 2019/1725
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 personal data will not be further processed for a different purpose than the ones mentioned above
4. Do you really need all the data items you plan to collect?	Yes all the data is necessary.
5. How do you ensure that the information you process is accurate?	Not applicable
6. How do you rectify inaccurate information?	
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?	
9 How do you inform data subjects?	The participants will be informed about the data processing via a privacy statement.
10. Access and other rights of persons whose data are processed	To request access, rectification, erasure or object, staff members may contact the controller (email:)
11. Does this process involve any of the following?	<ul style="list-style-type: none"> <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