

**Record of processing activity
Part 1**

Name of the data processing:	Groups managed by CSS unit
Created on	06/08/2020
Last update	25/11/2020
Reference number	078
Year	2020
1. Controller:	European Economic and Social Committee
2.a) Service responsible	D5 CSS
2b) contact details	D.5 CSS Head of Unit Directorate D Unit CSS – Relations with National Economic and Social Councils and Civil Society Rue Belliard/Belliardstraat 99 1040 Bruxelles/Brussel CSSdataprotection@eesc.europa.eu
3. Joint controller	N/A
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	N/A
6. Purpose(s) of the data processing	<ul style="list-style-type: none"> • Management of EESC groups (ECI ad hoc Group and Civil Society Liaison Group), including: • Organisation of statutory Group meetings, • Communication and exchange of information. • Fostering collaboration with civil society organisations who are members of the Liaison Group.

7. Description of the categories of persons whose data are processed

EESC Groups (Liaison Group and ECI ad hoc Group):

- EESC members;
- Civil society organisations who are members of the Liaison Group;
- External guest speakers (invitations managed individually by email).

Liaison Group Twitter account

- Stakeholders with Twitter accounts and Twitter users joining the EESC Liaison Group account according to Twitter rules in order to be informed about civil society related news.

Newsletters (Liaison Group and CESLink)

- Stakeholders with Dynamics subscription to receive newsletters sent by the Unit.

8. Description of data categories processed

Dynamics Data

The data of the members of both groups are organised in Dynamics lists, where they are encoded as "private persons" or Contacts.

Dynamics is a system allowing to send emails and to create statistics such as whether the emails were delivered / opened /deleted without reading and if any links in the email were clicked. This is done to allow the EESC to collect statistical data on related email campaigns. Subscription lists are used and the [Dynamics privacy statement](#) is included.

Dynamics can be also used for creating surveys in order to gain pertinent professional information for the functioning of the groups, such as the Member States represented, number of national member organisations, channels of communication and frequency, social media contacts and details (with consent only), areas of interest – information requested from Liaison Group member organisations.

Contacts

- Last Name
- First name
- Gender
- Organisation
- Country Represented
- Job Title
- Email Address
- Phone Number
- Mobile phone
- Fax Number
- Street, Number, P.O. Box
- Postal Code
- City, Town, Area
- Country

- Number of ID card or passport, if accreditation is needed
- Date of birth
- Nationality

Recordings

- Photos
- Video recordings
- Audio recordings
- Minutes with quotes and/or speech summaries and/or presentations

Accreditation Data

Collected for accreditation purposes, according to the internal rules established by the Security service (for all the events with external partners without EU institution badge):

- Name,
- Surname,
- Country of residence,
- Nationality,
- Number of ID card or passport,
- Car number (where relevant).

For additional information please refer to the [accreditation privacy statement](#).

Other data

Collected for fostering collaboration purposes: names, CV information and email addresses of EESC members.

9. Time limit for retaining the data

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Dynamics

Your personal data will be kept only for the period necessary for the organisation and management of the groups (= your membership in one of the groups), unless you have agreed to receive further emails from the EESC (for example, invitations to future events or newsletters). You can always unsubscribe from receiving emails from the EESC via the unsubscribe link or via the contact form (<http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=60>).

Data stored on CSS Unit shared drive

Personal data are kept for the duration of the membership in each Group and/or as long as follow-up or evaluation actions are necessary.

Accreditation

Data obtained for these purposes are transferred to the Security service and then deleted by the CSS Unit. The Security service retains data for one year, according to the accreditation privacy statement.

Internet and intranet

Data published on the Internet and intranet will remain there indefinitely. In case of speeches and presentations written consent is collected before publication. Data subjects may contact the administrator in charge of the event with request to modify or delete any information pertaining to his or her person.

10. Recipients of the data

All EESC staff (officials, temporary agents, contract agents, seconded national experts, trainees) who request and are granted access to Dynamics and to the share drive of the CSS Unit. Access to view, encode, modify and delete the data is granted exclusively upon completing a full cycle of training in the use of the database.

Civil society organisations who are members of the Liaison Group have access to names, CVs and email addresses of EESC members.

11. Transfers of personal data to a third country or an international organisation

No transfer of data is taking place.

12. General description of security measures, where possible

The collected personal data are stored on the EESC's servers. The access to all personal data as well as all information collected in the context of the meeting/event is only granted through UserID/Password to a defined population of users: in case of Dynamics – to Dynamics users only, in case of Unit's share drive – to members of the CSS Unit only.

13. Privacy statement



[Groups managed by CSS unit](#)

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)?

Yes

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

All the required data are necessary for the performance of tasks within the mission of the Unit and/or in view of the requirements of various internal services who process them, such as financial reimbursements or security. Therefore, only indispensable data are collected.

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

By following internal guidelines of the data required by various EESC services implicated in managing the events organised by the Unit, such as data required by the Conference Unit and Security to register and reimburse payable speakers and give them access to the EESC premises or, in case of financial data, the data required by the Financial Regulation.

6. How do you rectify inaccurate information?

Dynamics – the EESC Dynamics team follows internal rectification procedures. Where individual requests are filed, the rectification is done directly in the Dynamic's CSS lists by the Dynamics user(s) in charge of the contact.

Website, email and Unit share drive – upon request; only where necessary, records of rectification may be kept (such as minutes, track changes or emails stored).

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?

Retention periods are split (e.g. data collected for accreditation purposes: 1 year; data collected for financial purposes: 7 years).

9 How do you inform data subjects?

By including the appropriate privacy statement in all official messages, such as invitations, reminders, and newsletters.

10. Access and other rights of persons whose data are processed

Requests from data subjects, regarding access, deletion, correction of data receive a follow-up within 15 days of introducing the request.

11. Does this process involve any of the following?

- (a) data relating to health, (suspected) criminal offences or other special categories of personal data
- (b) evaluation, automated decision-making or profiling
- (c) monitoring data subjects
- (d) new technologies that may be considered intrusive

Part 3 Linked documentation

1. Links to threshold assessment and DPIA (where applicable)



Click here to insert a hyperlink

2. Where are your information security measures documented?



Click here to insert a hyperlink

3. Links to other documentation



Click here to insert a hyperlink

4. Other relevant documents

Save

Cancel