



European Economic  
and Social Committee

## Record of processing activity

ARES Advanced Records System

### 1. General Information

Name of the data processing:	ARES Advanced Records System
Reference number:	E140
Created on:	07/11/2025
Controller:	European Economic and Social Committee
Directorate:	Directorate D
Unit:	ICD
Contact details:	ARES-EESC@eesc.europa.eu
Joint controller (where applicable):	N/A
Joint controllership agreement (where applicable):	N/A
DPO - contact details	<a href="#">EESC Data Protection</a>
Processor(s) (where applicable):	European Commission (EC)
Data Processing Agreement	Service-Level Agreement (SLA) signed with the EC

### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The purpose of processing is to allow the management of official records and documents created, received and sent by EESC staff, in order to preserve its corporate memory, to account for its activities, and to allow for transparency towards citizens.
Categories of persons whose personal data are processed	The personal data processed are: <ul style="list-style-type: none"><li>• Staff members: name, respective department/unit in the EESC</li><li>• External persons: name, country, email (optional: physical address)</li></ul>

Categories of personal data processed	<ul style="list-style-type: none"> <li>• Any personal data that may be in the content of registered records (documents)</li> </ul>
Recipients of the personal data	<p>The personal data are accessible to all EESC staff using the ARES tool. Access to sensitive files and the records contained in these files are restricted to specific groups of persons. In addition, specific records when entered in the system can receive additional specific markings restricting access to those documents. The processor's staff may have access to data on a need to know basis for operational support within the framework of the SLA.</p> <p>For data processed in the context of archiving in the public interest, when the archiving process is operational, the recipients are:</p> <ul style="list-style-type: none"> <li>a) additional potential processors, in the case of an external IT solution catering for the long term preservation of the archives;</li> <li>b) Historical Archives of the European Union;</li> <li>c) Potentially any individual having access to the archives once they are open to the public according to the thirty years rule established in relevant Regulations on Archives applicable to all EU institutions and bodies.</li> </ul> <p>For metadata of external persons and organisations included in ARES as senders or addressees of documents, kept in a common database, all EU institutions, bodies, agencies using ARES.</p>
Transfers of personal data to a third country or an international organization	Your personal data are not transferred to non-EU/EEA Member States or to international organisations.
Retention period of the personal data	<p>The personal data of EESC staff members are actively processed in the system for the duration of their employment relation with EESC, for user accounts, allocation of files and workflow related activities. Once a staff member leaves the EESC, the link between user account and EESC documents and files is interrupted, so that, even though the system can still be accessed (for example, in case the user becomes a staff member of another EU institution or body), there will be no access to EESC files and documents.</p> <p>The overall time limits, for which the documents and files are kept in the system, as well as the subsequent actions, are set in accordance with the</p>

	<p>EESC retention list. The retention period starts counting from the latest registered record once a file is closed.</p> <p>The retention list lays down the retention period for each type of file, taking into account its administrative usefulness, statutory and legal obligations and its potential historical value. The retention period for each type of file is determined in the retention list by:</p> <ul style="list-style-type: none"> <li>a) its administrative retention period: period of time during which the service is required to keep a file depending on its administrative usefulness and the statutory and legal obligations linked to it;</li> <li>b) action to be taken at the end of the administrative retention period, consisting of one of the following three courses of action: transfer to the archives, sampling and/or selection, elimination;</li> <li>c) where appropriate, action following transfer to the archives: permanent preservation or second review (assessment of the historical value of the files to decide whether they should be permanently preserved or eliminated).</li> </ul>
<p>General description of security measures, where possible</p>	<p>The security measures applied by the DG for IT (DIGIT) of the European Commission for ARES and with regard to its use.</p>
<p>Data protection notice:</p>	<p>Data Protection Notice available internally</p>