



European Economic  
and Social Committee

## Record of processing activity

Processing of representation expenses reimbursement requests

### 1. General Information

Name of the data processing:	Processing of representation expenses reimbursement requests
Reference number:	E144
Created on:	20/04/2026
Controller:	European Economic and Social Committee
Directorate:	Directorate A
Unit:	A3 MEM
Contact details:	Processing of representation expenses reimbursement requests
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):	n/a
Data Processing Agreement	n/a

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

Purpose(s) of the personal data processing	Members who perform representative functions (EESC president and vice-presidents, group and section presidents, presidents of other bodies and the secretary general) are entitled to invite internal and external guests to meals and receptions organised if the fulfilment of their duties for the EESC so requires, in accordance with the provisions of the Bureau decision of 22 October 2024 in representation expenses and within the limits of the available appropriations." These expenses are either covered directly by the EESC ("prise en charge", article 5) or reimbursed to the budget holders or, exceptionally, to
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	<p>officials working in the entity chaired by the budget holder (article 6).</p> <p>The processing of beneficiaries' data is essential for their representation expenses to be reimbursed to them or directly billed to the EESC.</p> <p>The budget holders submit their requests and claims via a dedicated functional mailbox (secretariat-repr-exp@eesc.europa.eu), which is only accessible to the staff of the Members' Working Conditions unit. The reimbursement is then processed in the accounting tool ABAC/SUMMA and the application Phoenix, where operations are also vetted by the Verification service.</p> <p>To access ABAC/SUMMA, an official authorisation for financial agents is required.</p> <p>To access Phoenix, an authentication by username and password is required.</p>
Categories of persons whose personal data are processed	Members with representative functions and the secretary general, staff working for them
Categories of personal data processed	Budget holder's name, their bank account or the bank account of the staff member who paid the bill, the names of the guests, and the expenditure incurred.
Recipients of the personal data	The Members' Working Conditions unit (A3 MEM), the Financial Verification service (E5 FIN unit).
Transfers of personal data to a third country or an international organization	Personal data are not transferred to a third country or an international organisation
Retention period of the personal data	<p>In accordance with Article 75 of Regulation (EU, Euratom) 2018/1026, "The authorising officer shall set up paper-based or electronic systems for the keeping of original supporting documents relating to budget implementation. Such documents shall be kept for at least five years from the date on which the European Parliament gives discharge for the financial year to which the documents relate.</p> <p>Without prejudice to the first paragraph, documents relating to operations shall in any case be kept until the end of the year following that in which those operations are definitively closed.</p> <p>Personal data contained in supporting documents</p>

	shall, where possible, be deleted when those data are not necessary for budgetary discharge, control and audit purposes [...]".
General description of security measures, where possible	Only EESC staff members on a need-to-know basis have access to the dedicated functional mailbox. To access ABAC and Phoenix, an authentication by username and password is required.
Data protection notice:	Data Protection Notice available internally