



European Economic  
and Social Committee

## Record of processing activity

Issuance of members' tax certificates

### 1. General Information

Name of the data processing:	Issuance of members' tax certificates
Reference number:	E145
Created on:	21/04/2026
Controller:	European Economic and Social Committee
Directorate:	Directorate A
Unit:	A3 MEM
Contact details:	helpdesk-membres-cese@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):	N/A
Data Processing Agreement	N/A

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

Purpose(s) of the personal data processing	<p>Members' personal data is processed in order to issue tax certificates at their own request.</p> <p>Two types of tax certificates can be issued:</p> <ul style="list-style-type: none"><li>• type 1: simply stating that the person requesting the certificate has been a member of the EESC over a given time:</li><li>• type 2: stating that he/she has received allowances and reimbursement of expenses from the EESC, with the respective amounts, over a given time.</li></ul> <p>They also state that the amounts received are not subject to national tax under article 10 of the Protocol on the Privileges and Immunities of the European</p>
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	<p>Union (protocol no 7 annexed to the Treaty on European Union and the Treaty on the Functioning of the European Union).</p> <p>The data is retrieved from Phoenix, an EESC application which is used to make out payments to members.</p>
Categories of persons whose personal data are processed	Members and equivalent.
Categories of personal data processed	<ul style="list-style-type: none"> <li>• The member's name</li> <li>• The EESC meetings he/she has taken part in over the given period of time</li> <li>• The allowances he/she has received for taking part in those meetings</li> <li>• The reimbursement of the travel expenses sustained to attend those meetings</li> </ul>
Recipients of the personal data	<ul style="list-style-type: none"> <li>• Staff of the MEM unit</li> <li>• the members themselves.</li> </ul>
Transfers of personal data to a third country or an international organization	None
Retention period of the personal data	Five years, in line with article 75 of Regulation (EU, Euratom) 2024/2509
General description of security measures, where possible	Access to Phoenix, which requires authentication by username and password, is limited to staff dealing with payments to members. Access to the functional mailbox used to send the tax certificates to members is limited to staff of the Members' Working Conditions unit.
Data protection notice:	Data Protection Notice available internally