

**Record of processing activity  
Part 1**

Name of the data processing:	Job shadowing
Created on	11/09/2018
Last update	
Reference number	001
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	E1 FOR
2b) contact details	<a href="mailto:HR-Planning-EESC@eesc.europa.eu">HR-Planning-EESC@eesc.europa.eu</a>
3. Joint controller	
4. DPO: contact details	<a href="mailto:data.protection@eesc.europa.eu">data.protection@eesc.europa.eu</a>
5. Processor(s) (where applicable)	Not Applicable
6. Purpose(s) of the data processing	<p>The purpose of this processing is to support the professional development of EESC officials, the forging of links between departments, the discovery of new working methods and the exchange of best practice between Committee departments. Officials are asked periodically to spend some time in another unit or department. Participation is voluntary.</p> <p>The data collected serve to put the official concerned and host unit in contact with one another. They also enable the host unit to tailor the programme to the official's reasons for taking part and their status.</p> <p>The job shadowing exercise entails spending a few days observing a typical day of a colleague working in another EESC department. Potential participants indicate interest by filling in an expression of interest form to be sent to <a href="mailto:HR-Planning-EESC@eesc.europa.eu">HR-Planning-EESC@eesc.europa.eu</a>. The information is then forwarded to the host unit chosen by the official concerned so that the unit can contact them.</p>

7. Description of the categories of persons whose data are processed	All EESC officials
8. Description of data categories processed	<ul style="list-style-type: none"> <li>• Identification: surname, forename, grade, administrative unit Administrative tasks</li> <li>• Knowledge of languages</li> <li>• Tasks and activities performed</li> </ul>
9. Time limit for retaining the data	<ul style="list-style-type: none"> <li>• The expression of interest form is kept for a maximum of two years.</li> <li>• A list of the officials concerned is kept for five years in order to have a record of the participants. This information is necessary because participation affects eligibility in subsequent years (those who have already taken part do not have priority in future years).</li> </ul>
10. Recipients of the data	The host unit coordinator is the sole recipient of the data collected
11. Transfers of personal data to a third country or an international organisation	Not applicable
12. General description of security measures, where possible	No specific security measures
13. Privacy statement	<a href="#">Job shadowing</a>
<b>Part 2</b> <b>Compliance check and risk screening</b>	
1.a) Legal basis and reason for processing	<p style="text-align: right;">necessary for the performance of a task carried out in the public interest</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (a) or in the exercise of official authority vested in the Union institution or body</li> <li><input type="checkbox"/> (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)</li> <li><input type="checkbox"/> (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</li> <li><input checked="" type="checkbox"/> (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes</li> <li><input type="checkbox"/> (e) necessary in order to protect the vital interests of the data subject or of another natural person</li> </ul> <p>[Tick (at least) one of the boxes]</p>

1b) Legal basis	
2. Are the purposes specified, explicit and legitimate?	The purpose of the information gathered is to put the official concerned and the host unit in contact with one another.
3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?	The data are not processed for any other purpose.
4. Do you really need all the data items you plan to collect?	All the information is needed in order to properly prepare for the period spent in the host unit.
5. How do you ensure that the information you process is accurate?	Since the procedure is informal, the information provided is not checked.
6. How do you rectify inaccurate information?	Data are corrected at the request of the data subject.
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	<p>Yes, the retention period is limited to processing requirements.</p> <ul style="list-style-type: none"> <li>• The expression of interest form is kept for a maximum of two years.</li> <li>• A list of the officials concerned is kept for five years in order to have a record of the participants. Participation in a job shadowing exercise is one of the eligibility criteria for subsequent years (those who have already taken part will not have priority in future years).</li> </ul>
8. If you need to store certain information for longer, can you split the storage periods?	Not applicable
9 How do you inform data subjects?	The officials concerned are copied into all e-mails between the HR department and the host unit. The processing of the data is described in a statement of confidentiality provided to participants.
10. Access and other rights of persons whose data are processed	Data subjects may contact the controller to exercise their rights. Any queries will be dealt with within fifteen working days.
11. Does this process involve any of the following?	<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

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