

**Record of processing activity  
Part 1**

Name of the data processing:

Created on

Last update

Reference number

Year

1. Controller: European Economic and Social Committee

2.a) Service responsible

2b) contact details  
Directorate A – Statutory Bodies and Members' Working Conditions  
A3 MEM - Members' Statute Sector

3. Joint controller  
European Commission (role explained in point 6/part 1)

4. DPO: contact details [data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)

5. Processor(s) (where applicable)

6. Purpose(s) of the data processing  
The purpose of the data processing is to allow the issuance of EU *laissez-passer* that would comply with international recommendations and European legislation, i. e. [Council Regulation 1417/2013](#). The data is processed according to the service level agreement on the issuance process of the *laissez-passer* concluded between the European Commission, acting as the central service, and other EU institutions and bodies.

7. Description of the categories of persons whose data are processed	<ul style="list-style-type: none"> <li>- EESC members</li> <li>- EESC officials and other servants (directors, heads of unit, officials and other servants in grade AD12 to AD16 and other officials and servants for whom this is required in the interest of the service) in accordance with Article 23 of the Staff Regulations of Officials and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union</li> </ul>
8. Description of data categories processed	<ul style="list-style-type: none"> <li>- Status in the EESC (member or staff)</li> <li>- Biographical and personal data: surname, name, nationality, date of birth, gender, place of birth and signature</li> </ul>
9. Time limit for retaining the data	<p>The retention period is limited to the duration of validity of the issued <i>laissez-passer</i> (maximum 6 years). Personal and biographical data, if not kept under other processes, are deleted upon expiration of the validity period of the <i>laissez-passer</i> running as from the date of its issuance.</p>
10. Recipients of the data	<p>Directorate A – Statutory Bodies and Members' Working Conditions</p> <p>EU Laissez-Passer Central Service - Brussels, PMO.2, European Commission, Rue Breydel 25, B-1049 Brussels</p>
11. Transfers of personal data to a third country or an international organisation	<p>N/A</p>
12. General description of security measures, where possible	<p>The digitalised copies of the application forms are stored electronically. Access to the computer system is protected by a password and authorised to relevant staff members of the Registry only.</p> <p>Scanned application forms are transferred to the EU Laissez-Passer Central Service via an encrypted mailbox. Access to this mailbox is authorised to relevant staff members of the Registry unit only.</p> <p>All communication regarding individual application forms and all reports on the laissez-passer issued and delivered by the EU Laissez-Passer Central Service is carried out via the above-mentioned encrypted mailbox.</p>
13. Privacy statement	<p><a href="#">Laissez-passez</a></p>

## 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

- Articles 6 of Protocol No 7 on the privileges and immunities
- Council Regulation (EU) No 1417/2013
- Article 23 of the Staff Regulations of Officials
- Articles 11 and 81 of the Conditions of employment of other servants of the European Union
- Articles 6 and 7 and Annex 2 of the Service Level Agreement on the Issuance Process of the *laissez-passer*.

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 personal data are necessary.

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

Data are collected from the applicants' national passports.

6. How do you rectify inaccurate information?

Applicants can contact [helpdesk-members-cese@eesc.europa.eu](mailto:helpdesk-members-cese@eesc.europa.eu) if they want to rectify inaccurate information.

7. Are they limited according to the maxim

Yes

"as long as necessary, as short as possible"?

8. If you need to store certain information for longer, can you split the storage periods?

Yes

9 How do you inform data subjects?

A privacy statement is published on the EESC intranet - [laissez-passer](#).

A reference to the data protection regulation is included in the general conditions of the application form.

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

Concerned persons can contact [helpdesk-membres-cese@eesc.europa.eu](mailto:helpdesk-membres-cese@eesc.europa.eu)

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)



No hyperlink inserted

2. Where are your information security measures documented?



No hyperlink inserted

3. Links to other documentation

[Intranet - LP](#)

4. Other relevant documents