



European Economic  
and Social Committee

### Record of processing activity Part 1

Name of the data  
processing:

Vademecum Members

Created on

30/11/2018

Last update

19/11/2020

Reference number

022

Year

2018

1. Controller:

European Economic and Social Committee

2.a) Service responsible

A1 GRE

2b) contact details

[EESCMembersVademecum@eesc.europa.eu](mailto:EESCMembersVademecum@eesc.europa.eu)

3. Joint controller

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

Publication of member's data in the vademecum

7. Description of the  
categories of persons  
whose data are processed

EESC members

8. Description of data categories processed	<p>The data are extracted from the Agora database, an internal EESC tool, or are provided by members.</p> <p>1. Data published with respect to the person's role:</p> <p>1) surname and first name; 2) photo; 3) position at the EESC; 4) country represented; 5) term of office; 6 date of joining the EESC; 7) membership of EESC bodies: groups and sections; 8) membership of national organisation(s).</p> <p><b>2. Data published only when consent is given (each category of data may be selected separately):</b></p> <p>1) Telephone number; 2) address; 3) work e-mail address; 4) work postal address.</p>
9. Time limit for retaining the data	<p>The EESC keeps the printed version of the Vademecum in its archives for an indefinite period for historical purposes.</p>
10. Recipients of the data	<p>The Vademecum is public. Currently it is only available in paper format and is distributed to EESC members and staff. In future it could be published in electronic form.</p>
11. Transfers of personal data to a third country or an international organisation	<p>None</p>
12. General description of security measures, where possible	<p>Access to the Agora application is secured by a user name and password that must be entered when opening the application.</p>
13. Privacy statement	<p><a href="#">Vademecum Members</a></p>
<p><b>Part 2</b> <b>Compliance check and risk screening</b></p>	
1.a) Legal basis and reason for processing	<p><input checked="" type="checkbox"/> (a)</p>

necessary for the performance of a task carried out in the public interest 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) 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

2. Are the purposes specified, explicit and legitimate?

Yes. Transmission and updating of the data of EESC members with a view to publication in the Vademecum

3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?

Not applicable

4. Do you really need all the data items you plan to collect?

Yes, we need all data items

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

This is information received from the persons concerned themselves

6. How do you rectify inaccurate information?

The printed Vademecum cannot be amended once it has been printed, whereas the electronic version (when it becomes available) can be updated at any time

7. Are they limited according to the maxim "as long as necessary, as short as possible"?

The EESC keeps the printed version of the Vademecum in its archives for an indefinite period for historical purposes.

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?

Privacy statement on the forms

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

In order to consult, correct, lock or delete the data, you can contact the data controller. In case of a mistake in the Vademecum or to request that data in it be deleted, the data subjects can contact the data controller (EESCMembersVademecum@eesc.europa.eu or helpdesk-membres-cese@eesc.europa.eu) or use the online procedure: <http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=61>).

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



No hyperlink inserted

4. Other relevant documents