



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data processing	Office occupancy list
Created on	15/11/2018
Last update	
Reference number	025
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	L2 INFRA
2b) contact details	Head of Infrastructure's Unit (_InfrastructuresSC@eesc.europa.eu)
3. Joint controller	Not applicable
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	Not applicable
6. Purpose(s) of the data processing	<p>The list is a dynamic database, containing information regarding the occupation of every office within the Committees' buildings. When the end date of contract is known (such as for trainees or contract agents) it is also included in the list, so that future office moves could be planned. The list is updated manually, immediately after receipt of a request.. The modifications of the list are done based on the approved move forms and on official communications regarding staff moves from the Committees' HR services.</p> <p>The database is necessary in order to know the Committees' buildings' occupation in real time.</p>

7. Description of the categories of persons whose data are processed	All staff members hosted in the committees' buildings, as well a limited number of external agents.
8. Description of data categories processed	First name, family name, Committee, office number, Unit, end of the date of the contract when communicated by HR, temporary absence, end of service date.
9. Time limit for retaining the data	Data are kept for as long as the office in question is occupied by the staff member, the Committees' member, the trainee or the external agent.
10. Recipients of the data	IT and HR services, and also the mailing services, as a part of the internal services.
11. Transfers of personal data to a third country or an international organisation	No transfers to a third country or international organisation
12. General description of security measures, where possible	
13. Privacy statement	Office occupancy list
Part 2 Compliance check and risk screening	
1.a) Legal basis and reason for processing	<p>necessary for the performance of a task carried out in the public interest</p> <p><input checked="" type="checkbox"/> (a) or in the exercise of official authority vested in the Union institution or body</p> <p><input type="checkbox"/> (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)</p> <p><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</p> <p><input type="checkbox"/> (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes</p> <p><input type="checkbox"/> (e) necessary in order to protect the vital interests of the data subject or of another natural person</p> <p>[Tick (at least) one of the boxes]</p>
1b) Legal basis	
2. Are the purposes specified, explicit and legitimate?	Yes

<p>3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?</p>	<p>Yes</p>
<p>4. Do you really need all the data items you plan to collect?</p>	<p>Yes</p>
<p>5. How do you ensure that the information you process is accurate?</p>	<p>The list is a dynamic database, containing information regarding the occupation of every office within the Committees' buildings. When the end date of contract is known (such as for trainees or contract agents) it is also included in the list, so that future office moves could be planned. The list is updated manually, immediately after receipt of a request. Once per month it is submitted to Committees' contact points of infrastructure, the IT unit and the mailing services.</p>
<p>6. How do you rectify inaccurate information?</p>	<p>The modifications of the list are done based on the approved move forms and on official communications regarding staff moves from the Committees' HR services</p>
<p>7. Are they limited according to the maxim "as long as necessary, as short as possible"?</p>	<p>Yes</p>
<p>8. If you need to store certain information for longer, can you split the storage periods?</p>	<p>Not applicable</p>
<p>9. How do you inform data subjects?</p>	<p>The following information will be provided to the data subjects via a specific privacy statement: The identity of the controller; the purposes of the processing; the legal basis of the processing; the categories of data concerned; the recipients of the data; the existence of the right to access to, and the right to rectify the data concerning the data subject; the time limits for storing the data; the right of appeal to the European Data Protection Supervisor.</p>
<p>10. Access and other rights of persons whose data are processed</p>	<p>Data subjects who seek access, or seek to correct inaccurate data, amend or delete their data, and exercise all their rights, should direct their query to the data controller (email: (InfrastructureSC@eesc.europa.eu)). The query will be dealt with within 15 working days.</p> <p>Any queries concerning the processing of personal data, may be addressed to the EESC Data Protection Officer (DPO): data.protection@eesc.europa.eu or via the contact form: http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=61.</p> <p>Data subjects have the right of recourse to the European Data Protection Supervisor (EDPS@edps.europa.eu) at any time.</p>

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