<table>
<thead>
<tr>
<th>Name of the data processing:</th>
<th>Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created on</td>
<td>15/11/2018</td>
</tr>
<tr>
<td>Last update</td>
<td></td>
</tr>
<tr>
<td>Reference number</td>
<td>026</td>
</tr>
<tr>
<td>Year</td>
<td>2018</td>
</tr>
<tr>
<td>1. Controller:</td>
<td>European Economic and Social Committee</td>
</tr>
<tr>
<td>2.a) Service responsible</td>
<td>L2 INFRA</td>
</tr>
<tr>
<td>2b) contact details</td>
<td>Infrastructure Unit — Directorate for Logistics (docinventaire@local)</td>
</tr>
<tr>
<td>3. Joint controller</td>
<td>Not applicable</td>
</tr>
<tr>
<td>4. DPO: contact details</td>
<td><a href="mailto:data.protection@eesc.europa.eu">data.protection@eesc.europa.eu</a></td>
</tr>
<tr>
<td>5. Processor(s) (where applicable)</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6. Purpose(s) of the data processing</td>
<td></td>
</tr>
</tbody>
</table>
In accordance with the rules laying down the provisions of the Economic and Social Committee and the Committee of the Regions, conditions relating to the preservation of all assets (except consumable goods and buildings) in line with Article 157 of the Financial Regulation (FR) and Article 247 of the Rules of Application (RAP), ABAC ASSETS 2 is the computerised system for managing the inventory of the Committees' assets.

It includes all information relating to each item: inventory number, description, nomenclature code, department responsible, value of the item, delivery date, location, etc., as well as all the data required from an accounting perspective.

It gives the option of indicating the name of the person professionally responsible for the item. This possibility is used in less than 1% of cases for items for personal use (such as medical furniture), but is essential for managing the inventory.

Processing is necessary for the management and monitoring of all assets.

| 7. Description of the categories of persons whose data are processed | All staff occupying the Committees' buildings. |
| 8. Description of data categories processed | User ID, surname, first name, office number, Committee. |
| 9. Time limit for retaining the data | The basic data are stored for the lifetime of the equipment in the inventory. Once the goods have been "written-off" or decommissioned, typically after a period of four to five years, the records on them are retained but users/assignees names are no longer accessible except under specific circumstances/conditions. (Historical information can only become accessible again after the re-activation of an item that was written off via administrative procedure - e.g. when a lost item which has been written off is found). Work is being considered to see if it is realistic to amend the system further to completely anonymise the retained data. |
| 10. Recipients of the data | Only the CIS of the Infrastructure Unit, the verification services, the internal audit service and the accounting officers have access to all ABAC ASSETS data. The CRA, IT and Security and the managers of units purchasing goods have access to the data of their department only. Access is requested from the CIS by the head of unit and is forwarded to the Local Profile Manager (LPM) of the corresponding Committee, which will request DIGIT support. |
| 11. Transfers of personal data to a third country or an international organisation | Not applicable |
12. General description of security measures, where possible

Access to the database is limited: only authorised persons have access to data relating to their department.

13. Privacy statement

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 or in the exercise of official authority vested in the Union institution or body
- necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)
- 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
- the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- 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

In accordance with Article 157 of the Financial Regulation (FR) and Article 247 of the Rules of Application.

In accordance with inventory rules: Decision No 427/15 of the European Economic and Social Committee: provisions relating to the preservation of assets, the inventory and implementing arrangements and Decision No 482/2015 of the Committee of the Regions: provisions relating to the preservation of assets, the inventory and implementing arrangements. (RAP)

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)?

Not applicable

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

Yes

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

ABAC ASSETS 2 is the computerised system for managing the inventory of the Committees' assets.

6. How do you rectify inaccurate information?
7. Are they limited according to the maxim “as long as necessary, as short as possible”?

Yes

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 information is communicated by means of a privacy statement, which is published on the Infrastructure Unit’s intranet site. It contains: the identity of the person responsible for processing, the aim of processing, the legal basis, the nature of the data collected, the processing of the data, the recipients of the data, rights to access, rectify, block, erase and object to data, data retention period and appeals.

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

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: docinventaire@local). The query will be dealt with within 15 working days.

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)

[Click here to insert a hyperlink]

2. Where are your information security measures documented?

[Click here to insert a hyperlink]

3. Links to other documentation

[Click here to insert a hyperlink]

4. Other relevant documents

[Click here to insert a hyperlink]