

## Record of processing activity Part 1

Name of the data processing:	Management of member's file
Created on	03/10/2018
Last update	19/11/2020
Reference number	027
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	A1 GRE
2b) contact details	<a href="mailto:nominations-eesc@eesc.europa.eu">nominations-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)	
6. Purpose(s) of the data processing	<p>The data are stored and used for administrative and historical purposes.</p> <p>Some information (see point 8) is public and can be seen on the <a href="#">Members' Page</a> in respect of the person's role. Other personal data (see point 8) are only published when consent is given.</p>
7. Description of the categories of persons whose data are processed	Full members of the EESC and CCMI delegates.

8. Description of data categories processed	Data are extracted from the Agora database, an internal EESC tool, or are provided by members.
9. Time limit for retaining the data	<p><b>1. Data published in respect of the person's role:</b>  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);  9) languages spoken; 10) declaration of interests without signature.</p> <p><b>2. Data published only when consent is given</b> (each category of data may be selected separately):  1) telephone number; 2) address; 3) work email address;  4) non-confidential work postal work ; 5) internet site;  6) declaration of interests with signature; 7) date of birth; 8) place of birth.</p>
10. Recipients of the data	<p>The "Registry and Legislative Planning" Unit has access to all your personal data.</p> <p>Certain data may be used, during the term of office, in:  the EESC's publications, newsletters, video productions and presentations, as well as on the EESC website,  the Members' Portal,  the EU Whoiswho (the annual directory of the European institutions setting out contact details of all the EU institutions and bodies), and  the EESC Vademecum.</p> <p>They may also be passed on to external organisations for identification and security purposes in connection with events organised jointly with the EESC.</p> <p>All the relevant EESC services will have access to your data for the management and organisation of EESC activities</p>
11. Transfers of personal data to a third country or an international organisation	<b>Not applicable</b>
12. General description of security measures, where possible	Access to encoding in the database and paper storage in locked cabinets is strictly limited to the staff of the EESC Registry and Legislative Planning Unit.

13. Privacy statement

[Management of members'file](#)

## 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

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?

Yes, we need all the 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?

Corrections are made by the Registry and Legislative Planning Unit at the request of the member or following a change affecting the member's term of office.

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

Personal data are used throughout the member's term of office and also for historical purposes.

8. If you need to store

certain information for longer, can you split the storage periods?

Personal data are kept beyond the member's term of office, for possible historical purposes (e.g. to provide evidence of the long-standing membership of a body of a member to be appointed to a key post within the EESC, such as Committee president or vice-president, or elsewhere) and for possible statistical purposes.

9 How do you inform data subjects?

via a Privacy statement

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

Requests are dealt with by the Registry and Legislative Planning Unit within 15 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)



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