Record of processing activity
Part 1

Name of the data processing:	News for EESC members
Created on	19/11/2018
Last update	
Reference number	029
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	A3 MEM
2b) contact details	Directorate A – Statutory Bodies and Members' Working Conditions, MEM Unit (Members' Statute Sector) helpdesk-membres-cese@eesc.europa.eu
3. Joint controller	
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	helpdesk-membres-cese@eesc.europa.eu
6. Purpose(s) of the data processing	Data are processed for the purpose of informing EESC members about the upcoming events, new rules and other urgent and important matters.
7. Description of the categories of persons whose data are processed	EESC members, alternate members and CCMI delegates

8. Description of data categories processed	Email addresses and language preferences
9. Time limit for retaining the data	The data is stored until the end of the term of office of the data subject.
10. Recipients of the data	A restricted number of staff in the MEM Unit (Members' Statute Sector).
11. Transfers of personal data to a third country or an international organisation	N/A
12. General description of security measures, where possible	Data is stored in Dynamics, an internal database, accessible to a restricted number of people.
13. Privacy statement	News for EESC members

Part 2
Compliance check and risk screening

1.a) Legal basis and reason for processing	☑ (a) 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) 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	Data is not processed for a different purpose.

incompatible with the initial purpose(s)?	
4. Do you really need all the data items you plan to collect?	All data collected is necessary.
5. How do you ensure that the information you process is accurate?	The data is copied from AGORA, the internal database where the data provided by members is stored.
6. How do you rectify inaccurate information?	Inacurrate information is rectified in AGORA and is then automatically corrected in Dynamics.
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?	NO
9 How do you inform data subjects?	A link to the privacy statement is provided at the bottom of the newsletter and each email sent via Dynamics.
10. Access and other rights of persons whose data are processed	Access and other rights of the persons whose data are processed are explained in the privacy statement that is included in every newsletter and email sent via Dynamics.
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	