

**Record of processing activity  
Part 1**

Name of the data processing:	Activities of the Association of Former Members
Created on	20/11/2018
Last update	01/12/2020
Reference number	031
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) <a href="mailto:formermembers@eesc.europa.eu">formermembers@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 collected are necessary for organising and managing the events of the Association of Former Members (AFM).</p> <p>A general meeting is convened once a year. The Association may also meet, if convened by the president with the agreement of the Bureau, or at the request of a third of the members. Reimbursement of travel expenses requires certain personal and bank details. A dinner outside the Committee is organised for former members and their spouses.</p> <p>Once a year, an annual trip is organised for former members and their spouses. This involves contacting local bodies such as hotels, interpreting agencies and equipment rental companies, various transport companies and restaurants. Participants are required to provide their bank details for the hotel reservation and their personal data when visiting highly sensitive and secure places.</p> <p>Some surveys or polls containing questions of a professional or private nature may be sent.</p>

7. Description of the categories of persons whose data are processed	Members or officials who have joined the Association of Former Members of the EESC.
8. Description of data categories processed	The following data are processed in order to organise the above-mentioned activities: surname, first name, date of birth, place of birth, family situation, any position held in the EESC, profession, e-mail address, private and business address, private and professional landline and mobile phone, fax, details of certain activities for the purpose of conducting surveys, bank account number(s) for making reimbursements or certain reservations connected with the activities of the Association, car registration plates, photos and videos taken during events.
9. Time limit for retaining the data	<p>The data is stored for as long as the person is a member of the Association (in accordance with Article 4 of the Constitution of the Association of Former Members).</p> <p>In keeping with the requirements of Article 48 of the rules of application (RAP) of the Financial Regulation, such documents are to be kept for at least five years from the date on which the European Parliament grants the discharge for the budgetary year to which the documents relate.</p> <p>Documents relating to operations not definitively closed shall be kept for longer than provided for in point (d) of the first paragraph, that is to say, until the end of the year following that in which the operations are closed.</p> <p>Personal data contained in supporting documents shall be deleted where possible when those data are not necessary for budgetary discharge, control and audit purposes.</p>
10. Recipients of the data	The MEM Unit
11. Transfers of personal data to a third country or an international organisation	No, data are not transferred to non-EU Member States or international organisations, unless this would be necessary in order to organise an activity such as an annual trip to a non-EU Member State or to visit an international organisation.
12. General description of security measures, where possible	Access is strictly limited to the staff of the MEM unit (Members' Statute Sector).
13. Privacy statement	<a href="#">AFM Activities</a>

**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)
- processing is necessary for the performance of a contract to which the
- (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

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

The data will not be used for other purposes.

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

Yes, only the necessary data will be collected.

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

The data are provided by each data subject.

6. How do you rectify inaccurate information?

The data are rectified within one week of the request.

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?

Yes, the data necessary for the reimbursement of costs will be stored until the end of a possible audit (i.e. five years after reimbursement) or any administrative or legal proceedings initiated before the end of the above-mentioned period.

9 How do you inform data subjects?

The information is sent in the form of a privacy statement, together with the participation form for each event.  
The privacy statement is in [FR](#) and [EN](#).

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

Any query relating to the processing of data may be sent to [formermembers@eesc.europa.eu](mailto:formermembers@eesc.europa.eu) and/or [\\_StatutdesmembresCESE@eesc.europa.eu](mailto:_StatutdesmembresCESE@eesc.europa.eu)

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)



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

[Subscription form Activities AFM](#) (only available to DPO)

[Subscription AFM photos/videos](#) (only available to DPO)