


**Record of processing activity
Part 1**

Name of the data processing:	AFM Newsletter
Created on	21/11/2018
Last update	01/12/2020
Reference number	032
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	A3 MEM
2b) contact details	Directorate A -"Unité MEM - Conditions de travail des membres", Secteur "Statut des membres", de la Direction A. formermembers@eesc.europa.eu and/or _StatutdesmembresCESE@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	The data collected is necessary to draw up the mailing list for the Association of Former Members' newsletter.

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	Surname, first name, email address, private and business addresses, postal address.
9. Time limit for retaining the data	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), except where they have asked to be removed from the mailing list.
10. Recipients of the data	MEM - Members' Working Conditions Unit, Statute Sector
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 data is strictly limited to the staff of the MEM - Members' Working Conditions Unit, Statute sector.
13. Privacy statement	AFM Newsletter
Part 2 Compliance check and risk screening	
1.a) Legal basis and reason for processing	<p style="text-align: center;">necessary for the performance of a task carried out in the public interest</p> <p><input 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 checked="" 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
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, all the data collected is necessary.
5. How do you ensure that the information you process is accurate?	The data is provided by each person concerned.
6. How do you rectify inaccurate information?	The data is amended 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?	No
9 How do you inform data subjects?	The information is conveyed by means of a privacy statement, sent with the newsletter. 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 and/or StatutdesmembresCESE@eesc.europa.eu The query will be dealt with within 15 working days.
11. Does this process involve any of the following?	<input type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data <input type="checkbox"/> (b) evaluation, automated decision-making or profiling <input type="checkbox"/> (c) monitoring data subjects <input type="checkbox"/> (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 AFM Newsletter](#) (only available to DPO)
[Membership application form AMF](#) (only available to DPO)