



European Economic  
and Social Committee

### Record of processing activity Part 1

Name of the data processing

Created on

Last update

Reference number

Year

1. Controller: European Economic and Social Committee

2.a) Service responsible

2b) contact details

*Head of the Visits and Publications Unit  
Directorate D – Communication and Interinstitutional Relations  
European Economic and Social Committee  
Rue Belliardstraat 99, 1040 Brussels  
[events@eesc.europa.eu](mailto:events@eesc.europa.eu)*

3. Joint controller

4. DPO: contact details [data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)

5. Processor(s) (where applicable) Head of the Visits and Publications Unit - [events@eesc.europa.eu](mailto:events@eesc.europa.eu)

6. Purpose(s) of the data processing

- data necessary for the organisation and management of the event
- data collected for accreditation purposes
- data collected for communication and publicity purposes
- data collected for financial purposes

7. Description of the categories of persons whose data are processed

## Cultural Events

- General public registered via the online form on the EESC website
- European institutions' staff, in particular EESC staff
- Governmental organisation and institution representatives / staff
- Members of the EESC, CoR and EP
- Registered participants of events organised by the EESC

## Your Europe, Your say! event

- Pupils aged between 16 and 18 years old from schools from all EU Member States and from the EU candidate countries. The enrolment is done by the schools themselves. They register their school as well as the accompanying teacher. Once a school is selected, it is up to it to choose and register the 3 pupils coming to Brussels.

## Open Day

- General public

## Visits of the EESC

- General public.

The Visits and Publications Unit collects and uses personal information in order to organize visits to the European Economic and Social Committee in Brussels. Personal data is processed for granting access to the EESC building in Brussels and to inform speakers of the composition of the groups and of the number of participants.

The EESC receives its visitors only in groups. Ahead of the visit, the group leader electronically submits the personal data (name, surname, country, e-mail addresses and ID card or passport number) of each group member into the EESC integrated IT system from where the data for the whole group are submitted to the EESC visits' organizer.

Based on their prior consent, pictures and videos of visitors may be taken during the visit and may be used for the purpose of promoting the EESC activities internally (e.g. PowerPoint, activity reports, publications) and externally (e.g. Social media, website).

On a voluntary basis, the visitors are invited, by scanning a QR code or through a document distributed during on-site visits, to enter their data (name, surname, country, e-mail addresses and organization) in order to receive information from the EESC by e-mail. Personal data will not be used for an automated decision-making including profiling.

For events where participants will register via a registration form and in case it is envisaged that recordings (photos, video, audio, livestreaming) of participants will be made and/or published, the participants' consent for recordings will be collected via the Dynamics registration form specific to the event. In case of public events, such as open doors, data subjects will be informed via posters (model enclosed to this notification) and privacy statements that recordings/photos will take place.

### **Dynamics Data**

Data are organised in two sections:

- "legal entities" or Organisation,
- "private persons" or Contacts.

Dynamics also logs information whether the data subjects received the emails or opened them, and if any links in the email were clicked. This is done to allow the EESC to collect statistical data on related email campaigns. For more info you can refer to the [Dynamics privacy statement](#).

#### ORGANISATION OR COMPANY

- Organisation Name
- Country Represented
- Email Address
- Website
- Phone Number
- Street, Number, P.O. Box
- Postal Code
- City, Town, Area
- Country
- Key contacts from the organisation
- Nature of organisation

#### CONTACTS

- Last Name
- First name
- Gender
- Organisation
- Country Represented
- Job Title
- Email Address
- Phone Number
- Mobile phone
- Fax Number
- Street, Number, P.O. Box
- Postal Code
- City, Town, Area
- Country
- Number of ID card or passport, if accreditation is needed
- Date of birth
- Nationality

### **Recordings**

- Photos
- Video recordings
- Audio recordings

### **Accreditation Data**

Collected for accreditation purposes, according to the standards established by the Security service (only for certain types of events: Cultural events, Your Europe, Your Say! Event, visits of the EESC ):

- Name
- Surname
- Date of birth
- Nationality
- Number of ID card or passport

For additional information please refer to the accreditation **notification (DPO 7/2017)**-and **privacy statement**.

#### **Photo Booth data**

Pictures and email addresses are collected by an external contractor during the event "Open Day" in accordance with the terms of the relevant framework contract.

#### **Data necessary for the organisation and management of the event *Your Europe, Your Say!***

- Title, name, surname,
- Profession,
- Postal & e-mail addresses, phone number,
- Name of the school, school's website,
- Name of the school teacher,
- Name of the students participating in the event,
- Health form (allergies, dietary restrictions, disabilities, surname and first name of the person to be contacted in case of emergency, phone, address);

#### **Data necessary for the organisation and management of the EESC visits**

- Title, name, surname,
- e-mail address

#### **Live streaming**

Recordings are done in accordance with the [EESC Decision 206/17A: Rules on the recording of activities undertaken by the European Economic and Social Committee](#)

9. Time limit for retaining the data

## **Dynamics**

Data is deleted by the EESC Dynamics team upon request of data subjects: by email at <http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=60> or by choosing to request deletion of their data from the database upon receiving a periodical email from the EESC notifying them that their data are a part of the database.

Data are also deleted by the EESC Dynamics team after a data subject has decided to unsubscribe from all EESC content by clicking on the unsubscribe link in a received email. For more information please refer to the Dynamics notification and privacy statement.

## **Data stored on Visits and Publications' shared drive**

Personal data are kept as long as follow-up or evaluation actions are necessary. All personal data will be deleted from databases 1 year after the event.

### **Cultural events**

Data collected will be kept for a period of 1 year. Data subjects will have the right to request the deletion of their data.

### **Open Day**

Data collected in the framework of the event will be kept for a period of 1 year. Data subjects will have the right to request the deletion of their data.

### **Accreditation**

Data obtained for these purposes are transferred to the Security service and then deleted by the VIP unit. The Security service retains data for one year, according to the accreditation record (009/2018 ) and [privacy statement](#)

### **Internet and intranet**

Data published on the Internet and intranet will remain there indefinitely.

## **Data stored on PRESS' shared drive**

Photos and videos are stored on PRESS's unit drive. Therefore, VIP unit will apply PRESS's retention policy.

All EESC staff (officials, temporary agents, contract agents, seconded national experts, trainees) who request and are granted access to Dynamics. See point 18.

Contractors used in the framework of the event "*Your Europe, Your say!*" when data have to be analysed for statistical purposes. A data protection contract model used when transferring data to the contractor is enclosed to the notification. The following data will be transferred by the controller to the processor: school names that participated in "*Your Europe Your Say*" (YEYS), schools' contacts (emails addresses, telephone number), contact person of the school (if existent) – director or teacher. Data should be deleted by the processor as soon as the assessment is over;

Data will be transferred for evaluation purposes; notably, among others:

- Analyse geographical distribution of schools that applied for YEYS in every participating country
- Contact a limited sample of schools for an evaluation survey

Contractors used in the framework of the event "*Your Europe, Your say!*" will take some live recordings in order to create a video that will be published on YouTube, social media, EESC intranet and EESC Internet web pages. A data protection contract model used when transferring data to the contractor is enclosed to the notification.

Contractors used in the framework of the event "Open Day" will take some pictures and will collect some email addresses in order to send the pictures to visitors (Photo Booth). Pictures will be published on the intranet and EESC Internet web pages. Processors will have to respect the clauses of the contract.

Data collected via the Photo BOOTH will be stored temporarily by the external contractor according to the terms of the framework contract.

11. Transfers of personal data to a third country or an international organisation

No transfer is taking place.

12. General description of security measures, where possible

The collected personal data are stored on the EESC's servers. The access to all personal data as well as all information collected in the context of the meeting/event is only granted through UserID/Password to a defined population of users.

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13. Privacy statement

[Template for events organised by VIP](#)

## 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

EESC Decision 206/17A : Rules on the recording of activities undertaken by the European Economic and Social Committee.

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 them all**

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

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? **yes**

9 How do you inform data subjects? **People are informed about the data processing through a privacy statement.**

10. Access and other rights of persons whose data are processed **Any request for access, rectification, blocking and/or erasing of personal data should be directed to the service responsible ([events@eesc.europa.eu](mailto:events@eesc.europa.eu)).**  
**Whenever possible, the security service responds to an enquiry in substance within 15 calendar 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