



European Economic
and Social Committee

Record of processing activity

Part 1

Name of the data processing	EESC Quaestors' meeting recordings
Created on	11/12/2018
Last update	16/01/2019
Reference number	036
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	A1 GRE A2 CIP
2b) contact details	questeurs-cese@eesc.europa.eu audiovisualhelpdesk@eesc.europa.eu
3. Joint controller	
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	The recordings of the Quaestor's meetings are processed by the Department of Communication (audiovisualhelpdesk@eesc.europa.eu) and for transcription purposes, by the Registry unit.
6. Purpose(s) of the data processing	Meetings of the Quaestors' Group shall be recorded <u>for transcription purposes only</u> , unless otherwise decided by these bodies, with the grounds for any such decision to be provided. These bodies may decide on a case by case basis whether such recordings shall be made public.
7. Description of the categories of persons whose data are processed	EESC Quaestors, members and staff participating at Quaestors' meeting.

8. Description of data categories processed	Audio recording.
9. Time limit for retaining the data	<p>The minutes drawn up on the basis of these recordings shall be stored in the Committee's archive and transferred to the Historical Archives of the European Union after a period of thirty years in accordance with the rules.</p> <p>Audio recordings ade for transcription purposes only shall be destroyed as soon as the relevant minutes are approved and, at the latest, six months after the date of the meeting, in accordance with the EESC Bureau Decision 206/17A.</p>
10. Recipients of the data	The personal data are accessible to a limited number of EESC staff and members.
11. Transfers of personal data to a third country or an international organisation	The personal data will not be transferred to non EU-Member States or international organisations.
12. General description of security measures, where possible	The recordings are stored on shared drives to which only a restricted number of staff members have access.
13. Privacy statement	Quaesteurs meeting recordings
Part 2 Compliance check and risk screening	
1.a) Legal basis and reason for processing	<p>necessary for the performance of a task carried out in the public interest</p> <p><input checked="" 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 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	

Quaestor's meetings are organised in accordance with the provisions of the EESC Rules of Procedure. Recordings are made in accordance with the EESC Decision n° 206/17A of 17 October 2017.

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 personal data are not used for other purpose.

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

YES

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

Non applicable

6. How do you rectify inaccurate information?

Non applicable

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?

In accordance with paragraph 1, Article 10 of Decision 006/17 A, all members of the Committee and its staff are informed of the rules on the recordings activities as soon as they take up office.

The Quaestors' are informed that the meeting will be recorded following the procedure set out Decision n° 206/17A. This information is provided in the convocation to the Quaestors' meeting via a privacy statement.

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

They can contact questeurs-cese@eesc.europa.eu or audiovisualhelpdesk@eesc.europa.eu. They can also contact the DPO: data.protection@eesc.europa.eu. They have the right to lodge a complaint to the European Data Protection Supervisor edps@edps.europa.eu

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

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