Record of processing activity
Part 1

Name of the data processing:	ADONIS (Administration of Documents Normalised Information System)
Created on	10/12/2018
Last update	26704/2019
Reference number	037
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	ICD
2b) contact details	Directorate D – ICD CourrierArchivesCESE@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	Personal data is processed in order to record the EESC's incoming and outgoing mail. All incoming and outgoing EESC mail, emails, faxes, internal memos and other official documents that could have legal and financial consequences have to be recorded in Adonis. The data is processed in order to make it possible to search for and consult documents recorded in Adonis.
7. Description of the categories of persons whose data are processed	Staff members only

8. Description of data categories processed	Surname, first name, office number, telephone number, email address and log-in for EESC staff. Name, contact persons, town/city and country for external organisations. The sender and recipients of the documents recorded as received and sent by the EESC. Documents received and sent by the EESC in PDF and Word formats.
9. Time limit for retaining the data	The data is retained with no time limit, as of 1 January 2000.
10. Recipients of the data	All EESC staff have access to Adonis. Certain documents containing confidential information are only accessible to a limited number of people (access rights).
11. Transfers of personal data to a third country or an international organisation	Not applicable
12. General description of security measures, where possible	Only EESC staff members have access to this computer program from their workstations. Access to Adonis is password protected. Access to certain documents containing confidential information is restricted.
13. Privacy statement	ADONIS

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	Memo No 51/2008 of 26/03/2008
2. Are the purposes specified, explicit and legitimate?	Yes, the purposes are limited to recording the EESC's incoming and outgoing mail so that it can be searched and consulted.

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
5. How do you ensure that the information you process is accurate?	Personal information recorded in Adonis is limited to the names of the recipients and senders (internal or external to the EESC) of incoming and outgoing mail, and the organisations to which they belong, if any. Data on EESC staff members is checked via the link to Sysper (updated on a daily basis).
6. How do you rectify inaccurate information?	Inaccurate information is marked as "inactive" in the program, so that users cannot use it. The new information is recorded.
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	For the time being, the data is retained in Adonis with no time limit.
8. If you need to store certain information for longer, can you split the storage periods?	For the time being, the data is retained in Adonis with no time limit.
9 How do you inform data subjects?	The information is communicated via a privacy statement (a link in Adonis is to be considered by IT).
10. Access and other rights of persons whose data are processed	The persons concerned may contact the Mail and Archives Department at CourrierArchivesCESE@eesc.europa.eu or the DPO at data.protection@eesc.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		