



European Economic
and Social Committee

Record of processing activity

Part 1

Name of the data processing	European Circular Economy Stakeholder Platform
Created on	22/01/2019
Last update	
Reference number	038
Year	2019
1. Controller:	European Economic and Social Committee
2.a) Service responsible	B3 NAT
2b) contact details	Head of Unit NAT (Agriculture, Rural development and the Environment) - Directorate B email: circular_economy_data-controller
3. Joint controller	
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	
6. Purpose(s) of the data processing	As the purpose of this platform is to facilitate contacts and information sharing between stakeholders in the Circular Economy field, the processing of contact information and publication thereof is a key feature of this online platform.
7. Description of the categories of persons whose data are processed	Circular economy stakeholder organisations and individuals, who are divided into: <ul style="list-style-type: none">• Persons submitting content to the ECESP website or making use of the website's contact form• Persons subscribing to the ECESP newsletter• Persons registering to the ECESP interactive forum

8. Description of data categories processed

- nature of the organisation or company
- organisation or company name
- organisation or company physical address
- organisation or company e-mail address
- organisation or company website address
- (optional) contact person name + surname, telephone number, e-mail address, physical address
- link to organisation or company online contact form
- organisation of company main field of activity

In case of a partnership, the EESC will also process the following data:

- potential partner's nature of the organisation or company
- potential partner's organisation or company name
- potential partner's organisation or company physical address
- potential partner's organisation or company e-mail address
- potential partner's organisation or company website address
- potential partner's (optional) contact person name + surname, telephone number, e-mail address, physical address
- potential partner's link to organisation or company online contact form
- potential partner's organisation of company main field of activity

Where users subscribe to the ECESP newsletter, the EESC will collect the following data:

- Individual's or organisation name
- Individual's or company e-mail address

Where users opt to register for the interactive section of the platform, the EESC will also process the following data separately:

- user's name + surname, email address
- (optional) user's area of expertise, country, organisation + type, sector and social media accounts.

9. Time limit for retaining the data

Indefinite - the data will be kept as long as the Circular Economy Stakeholder Platform will exist. The lifespan of the platform cannot be foreseen. Data subjects have the right to request the deletion of their data.

10. Recipients of the data

Staff in Directorate B and C - cross-unit support team for the ECESP will have access to data submitted to the platform.

When published on the website, this data will be openly visible as the website is a publicly accessible platform residing under the Europa.eu domain.

11. Transfers of personal data to a third country or

None whatsoever.

an international organisation

12. General description of security measures, where possible

Access to the Dynamics database is granted only to specific users who have followed the necessary training. When access is granted the database can be accessed in full from the EESC.

13. Privacy statement

[European Circular Economy platform](#)

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)
 - (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

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)?

n/a

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

Yes, essential to providing networking opportunities for the specialised circular economy community.

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

Stakeholders are requested to tick a box confirming this data is accurate when submitting content, subscribing or registering for the forum.

6. How do you rectify inaccurate information?

Within 15 working days upon receipt of a request to the data controller or CEstakeholderEU@eesc.europa.eu

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? **Privacy statement on website and link in newsletter email**

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

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