



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data processing	Recordings of EESC Bureau meetings
Created on	14/03/2019
Last update	
Reference number	039
Year	2019
1. Controller:	European Economic and Social Committee
2.a) Service responsible	A1 GRE A2 CIP
2b) contact details	GrefeInfodocOnly@eesc.europa.eu audiovisualhelpdesk@eesc.europa.eu
3. Joint controller	
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	Audiovisual Helpdesk (A2. CIP)
6. Purpose(s) of the data processing	Recordings of EESC Bureau meetings are made for transcription purposes (unless otherwise decided by the Bureau), namely the drafting of minutes by the Secretariat, under the supervision of Bureau members.
7. Description of the categories of persons whose data are processed	EESC Bureau members and staff.

8. Description of data categories processed

The following personal data recorded at the EESC Bureau are processed: all sound, visual, audiovisual and live recordings (recordings of webcast meetings in part or in whole) carried out by the Committee, irrespective of the medium in which they are stored.

When a debate is declared confidential (in camera), it shall not be recorded unless otherwise decided by the Bureau, and in this case recordings shall be for transcription purposes only.

The Bureau may decide on a case by case basis whether recordings shall be made public.

9. Time limit for retaining the data

Recordings made for transcription purposes only are destroyed as soon as the relevant minutes are approved and no later than six months after the date of the meeting.

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.

Debates declared confidential (in camera) will not be recorded unless the Bureau decides otherwise. Such recordings shall be destroyed as soon as the relevant minutes are approved and no later than six months after the date of the meeting.

10. Recipients of the data

As a rule, Bureau meetings are not public. Therefore the personal data are only accessible to the EESC members, as well as to the staff in charge of the minutes. Access to recordings is governed by EESC Decision No 206/17A.

Nonetheless, following EESC Decision No 206/17A, the Bureau may decide on a case-by-case basis whether recordings should be made public.

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

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 temporary stored on shared drives to which only a restricted number of staff members have access.

13. Privacy statement

[Recordings of Bureau meetings](#)

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>
[Tick (at least) one of the boxes]	
1b) Legal basis	Bureau meetings are organised in accordance with the provisions of the EESC Rules of Procedure and the Decision on the procedural rules of the Bureau (EESC 1636/2007).
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 purposes.
4. Do you really need all the data items you plan to collect?	YES, all data are necessary.
5. How do you ensure that the information you process is accurate?	Information can be corrected on the basis of the recording as long as it exists.
6. How do you rectify inaccurate information?	On the basis of recordings, as long as they exist.
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.

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

They can contact the unit in charge of the processing of their personal data (GreffelinfodocOnly@eesc.europa.eu@eesc.europa.eu). They can also contact the EESC Data Protection Officer (data.protection@eesc.europa.eu) and/or 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

Privacy statement in all languages: [BG](#) / [DA](#) / [DE](#) / [CS](#) / [EL](#) / [EN](#) / [ES](#) / [ET](#) / [FI](#) / [FR](#) / [IT](#) / [LT](#) / [LV](#) / [HR](#) / [HU](#) / [MT](#) / [NL](#) / [PL](#) / [PT](#) / [RO](#) / [SK](#) / [SL](#) / [SV](#)