



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data
processing

EESC Prizes

Created on

11/02/2019

Last update

29/06/2020

Reference number

041

Year

2019

1. Controller:

European Economic and Social Committee

2.a) Service responsible

Directorate D

2b) contact details

Directorate D – Communication and Interinstitutional Relations,
Director

EESCprize@eesc.europa.eu

3. Joint controller

4. DPO: contact details

data.protection@eesc.europa.eu

5. Processor(s) (where
applicable)

Outside experts and evaluators who work on behalf of the EESC for the
purpose of the evaluation of entries EESC contractors who work for the EESC
for the purpose of the management and promotion of the contest

6. Purpose(s) of the data
processing

Personal data are collected/retained in order for the EESC to be able to contact the candidates and inform them of the result of their applications. They are furthermore processed in order to check non-exclusion and eligibility of candidates and initiatives and to evaluate the quality of the initiatives proposed for the prize. Financial data are collected only from shortlisted candidates in order to transfer the prize money and, under some conditions, to cover the costs linked to their participation in the prize award ceremony.

Photos and videos of winners and, in some cases, of other candidates, are collected in order to communicate about the initiatives proposed for the prize.

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

Candidates who submit an application.

Third parties that might be shown on photo/videos sent by the candidates.

Third parties that the candidate might mention in the application.

8. Description of data categories processed

Data and supporting documents related to the candidate:

- Name;
- Function;
- Contact details (contact person, e-mail address, telephone/fax number, postal address, organisation, country of residence, internet address);
- VAT number, organisation registration number, passport number, ID number;
- Data and supporting documents related to the exclusion and eligibility criteria: information for the evaluation of eligibility criteria; declaration on honour that the candidates are not in one of the exclusion situations referred to in the Financial Regulation.

Data to be provided upon request:

- Supporting documents requested for the declaration of honour, such as certificates for social security contributions and taxes paid, judicial record / certificate of good conduct, copy of the ID card or passport etc.;
- Legal entity form and supporting documents;
- Financial identification form and supporting documents;
- Photos and/or videos which illustrate the initiative/project/programme proposed for the prize.

9. Time limit for retaining the data

- Data of successful candidates: files relating to the contest procedure, including personal data, are retained in the service in charge of the procedure until the procedure is finalised, and in the archives for a period of at least 5 years from the date on which the European Parliament gives discharge for the financial year to which the payment of the prize relate (see Article 75 of the Financial Regulation).
- Data of unsuccessful candidates will be kept only for 5 years following the award of the prize;
- Until the end of a possible audit, administrative or judicial investigation, if one of them started before the end of the above period;
- After the periods mentioned above have elapsed, the prize files containing personal data may be sampled to be sent to the historical archives of the EU for further conservation. The non-sampled files are destroyed.

10. Recipients of the data

Within the EESC:

- EESC staff responsible for the management of the contest procedure applied for, incl. the prize award ceremony and the prize promotion (Directorate D, Security, Greffe)

Outside the EESC:

- Outside experts and evaluators who work on behalf of the EESC for the purpose of the evaluation of entries;
- EESC contractors who work for the EESC for the purpose of the management and promotion of the contest applied for. More in detail, access to the following personal data of shortlisted candidates may be given to EESC contractors in charge of writing a text or producing a video on the prize and/or publicising the prize and candidates: name and contact details of the entity/individual implementing the shortlisted initiative, project or programme; name of the initiative, project or programme shortlisted for the prize. Additionally to the above mentioned data, the number and/or copy of your ID card/passport may be given to the contractors / economic operators in charge, on behalf of the EESC, of the travel and accommodation of candidates invited to the awards ceremony.
- Members of the public. For prize finalists, the personal data mentioned hereafter will be made public (i. a. through press releases, web and/or social media) in accordance with the EESC's obligation to publish information on the winners of contests financed by the budget of the European Union: name and contact details of the entity/individual implementing the initiative, project or programme for which the prize is awarded; name of the initiative, project or programme; amount of the prize awarded. Moreover, photos and videos related to the prize award and to the initiatives, projects or programmes for which the prize is awarded will also be made public. For candidates who are not awarded a prize, the EESC, in accordance with the contest rules, may make public the name of the candidates (entity or individual) and the name and content of their activities, their country of residence or registration and the URL of their official website or public profile. Any additional data of candidates who have not been awarded the prize may be made public only subject to written informed consent of the entity/individual concerned;

11. Transfers of personal data to a third country or an international organisation	N/A
12. General description of security measures, where possible	Access to the functional mailbox and the application database dealing with the prize is limited to few people. All people involved in the evaluation have to sign a declaration on confidentiality.
13. Privacy statement	Civil Society Prize
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 checked="" 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	
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?	We really need the data items we plan to collect. To limit the amount of data collected, some data are not collected from all candidates, but only from some candidates upon request.
5. How do you ensure that the information you process is accurate?	Information is provided by the data subjects themselves.
6. How do you rectify inaccurate information?	When a candidate rectifies some information, this is rectified in the prize files
7. Are they limited	

according to the maxim "as long as necessary, as short as possible"?	The storage period is set in accordance with the Financial Regulation, in analogy to the storage period foreseen for public procurement.
8. If you need to store certain information for longer, can you split the storage periods?	Storage periods are split (see point 9, part I).
9 How do you inform data subjects?	<p>The prize rules have a chapter about personal data. A privacy statement is attached.</p> <p>For the application to be valid, applicants have to acknowledge the prize rules and the privacy statement. If they do not acknowledge it, they are technically unable to submit their application form.</p>
10. Access and other rights of persons whose data are processed	They write to the functional mailbox. Moreover, the prize rules also mention the name and contact details of the project officers in charge of the prize
11. Does this process involve any of the following?	<input type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data <input type="checkbox"/> (b) evaluation, automated decision-making or profiling <input type="checkbox"/> (c) monitoring data subjects <input type="checkbox"/> (d) new technologies that may be considered intrusive
Part 3	
Linked documentation	
1. Links to threshold assessment and DPIA (where applicable)	EESC Civil Society prize
2. Where are your information security measures documented?	 No hyperlink inserted
3. Links to other documentation	 No hyperlink inserted
4. Other relevant documents	