



European Economic
and Social Committee

Record of processing activity

Part 1

Name of the data processing	Events Organisation - Directorate C
Created on	04/03/2019
Last update	14/05/2020
Reference number	042
Year	2019
1. Controller:	European Economic and Social Committee
2.a) Service responsible	Directorate C
2b) contact details	<ul style="list-style-type: none">• Unit ECO or INT or SOC or CCMI within the Directorate C – Legislative work (eco@eesc.europa.eu; int@eesc.europa.eu; soc@eesc.europa.eu; ccmi@eesc.europa.eu);. One of the units of the Directorate C will be responsible for the organisation of the events listed further down either alone or jointly (with another EU institution/body or with an external organisation).• In case of visitors, Security Service (secu@eesc.europa.eu) will have access to personal details relating to ID or passport numbers of the participants before the event/conference/ (public) hearing.
3. Joint controller	Certain events might be co-organised with: <ul style="list-style-type: none">• another EU institution/body• an external organisation (i.e. civil society organisation)
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	

In case of events/conferences/ (public) hearings with organised lunch/buffets, the catering contactor will be communicated the type of allergies and the number of participants in order to ensure a smooth and safe process of catering.

In case recordings are taking place (photos and/or video) the contractor will be the processor of video and photo material.

The video material from the recordings of online or hybrid events will be processed in accordance with the EESC Bureau Decision No 206/17A. The recordings 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 event. In case of recordings used for historical purposes 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.

6. Purpose(s) of the data processing

The purpose of data processing is to organise and manage the events (e.g. event registration; provide access to the venue; fulfil the communication objectives of the event – with consent; share data with other participants – with consent; reimbursement of financial expenses).

The following types of events are organised (also remotely via online tools):

- Conferences
- (public) hearings

The registered participants who expressly give their consent to the organisers in the registration form - will be able to stay in the contacts database in order to be informed of future (co-)organised events and/or in order to receive information on adopted opinions, information reports and publications; and/or newsletter of the unit; and/or calls for expression of interest and contests; and/or other information. When allergies of specific participants are collected during the registration process by the service responsible for the data processing, only types of allergies and the number of participants with special dietary requirements will be communicated to the catering contactor to ensure a smooth and safe process of catering, these data will be handed with special care. This means that the service responsible for the data processing will use this data only for preparing the meals and not for any other purpose.

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

Speakers and participants of events/conferences/(public) hearings as well as people who explicitly expressed interest in final reports and documentation of Unit ECO or INT or SOC or CCMI within Directorate C

8. Description of data categories processed

- information necessary for registration: title, first name, last name, e-mail, name of organisation
- information necessary for access to the conference venue: ID card / passport number, date of birth, nationality, vehicle registration number
- information necessary for financial purposes: information contained in the [Legal entity form](#) and information contained in the [Financial identification form](#)
- recordings (photos, audio and video recordings and web streaming)
- allergies of specific participants which need to be collected by the service responsible for the data processing to ensure a smooth and safe process of catering. Only the types of allergies and the number of participants with special dietary requirements will be communicated to the catering service.

9. Time limit for retaining the data

The data (excluding photos, audio and video recordings that have been published) will be retained for a period of one year. The registered participants who expressly give their consent to the organisers in the registration form - will be able to stay in the contacts database in order to be informed of future (co-)organised events and/or in order to receive information on adopted opinions, information reports and publications; and/or newsletter of the unit; and/or calls for expression of interest and contests; and/or other information.

Photos, audio and video recordings that have been published (for example on the web or in publications) will remain in that format indefinitely.

When the type of allergies and the number of participants with special dietary requirements are communicated to the catering contactor to ensure a smooth and safe process of catering, these data will be handed with special care by the service responsible for the data processing and retained for a period of one month.

10. Recipients of the data

Only the staff of the responsible unit that (co-)organises the event/conference/(public) hearing and/or the joint controller and/or processor in specific cases mentioned in points 3 and 5.

Photographs and/or audio and video recordings could be published in the context of the event on the web, including via social media.

When allergies of specific participants are collected during the registration process by the service responsible for the data processing only the type of allergies and the number of participants with special requirements will be communicated to the catering contactor to ensure a smooth and safe process of catering. These data will be handed with especial care by staff of the responsible unit that (co-)organises the event/conference/(public) hearing and/or the joint controller and/or processor.

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

Transfers can take place to non-EU member states and/or international organisations when organising events with non-EU members states partners.

12. General description of security measures, where possible	Access to personal data stored in the EESC contacts management database is restricted on a need-to-know basis to EESC staff who use it for their communication purposes and employees of the contractor (bound by the provisions on confidentiality of the framework contract between the EESC and the contractor).
13. Privacy statement	Template for events organisation
Part 2 Compliance check and risk screening	
1.a) Legal basis and reason for processing	<p style="text-align: right;">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)?	Information is not processed for other purposes
4. Do you really need all the data items you plan to collect?	Yes. Only data required for registration, accreditation and in certain cases communication and publicity purposes is collected.
5. How do you ensure that the information you process is accurate?	As the data will be submitted by participants themselves they will be deemed accurate. They can also request rectification of their personal data.
6. How do you rectify inaccurate information?	A disclaimer will be added in the privacy statement of each event, stating that the participants have the right to change their submitted data in case the data has been found incorrect.
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	Yes

<p>8. If you need to store certain information for longer, can you split the storage periods?</p>	<p>Yes, retention periods are split depending on the category of personal data (contacts, accreditation data, recordings, data concerning participants' allergies)</p>
<p>9 How do you inform data subjects?</p>	<p>The participants will be informed about the data processing via a privacy statement in the registration form when registering for an event/conference/(public) hearing.</p>
<p>10. Access and other rights of persons whose data are processed</p>	<p>In order to exercise their rights, data subjects can contact the service responsible. Questions will be answered within 15 working days.</p>
<p>11. Does this process involve any of the following?</p>	<p><input checked="" type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data</p> <p><input type="checkbox"/> (b) evaluation, automated decision-making or profiling</p> <p><input type="checkbox"/> (c) monitoring data subjects</p> <p><input type="checkbox"/> (d) new technologies that may be considered intrusive</p>
<p>Part 3 Linked documentation</p>	
<p>1. Links to threshold assessment and DPIA (where applicable)</p>	<p> No hyperlink inserted</p>
<p>2. Where are your information security measures documented?</p>	<p> No hyperlink inserted</p>
<p>3. Links to other documentation</p>	<p> No hyperlink inserted</p>
<p>4. Other relevant documents</p>	