




**Record of processing activity
Part 1**

Name of the data processing:	Catering service
Created on	28/06/2019
Last update	22/09/2020
Reference number	045
Year	2019
1. Controller:	European Economic and Social Committee
2.a) Service responsible	L2 INFRA
2b) contact details	Head of the Infrastructure Unit — Directorate for Logistics — Joint Services — Catering Service Email: restaurant-sc@eesc.europa.eu
3. Joint controller	
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	
6. Purpose(s) of the data processing	Processing is necessary in order to follow up requests and ensure quality of service in accordance with the remit of the Catering Service and the terms of the catering contract between the Committees and BaxterStorey.
7. Description of the categories of persons whose data are processed	All staff and users of catering who have sent a complaint to the Catering Service and/or Sodexo.
8. Description of data categories processed	The database includes the following contact details: Surname, first name and e-mail address as well as a description of the complaint.

9. Time limit for retaining the data	The storage period is one year. After this period, the information included will be kept and made anonymous for the purpose of redundancy analysis of service problems over longer periods.
10. Recipients of the data	Catering service
11. Transfers of personal data to a third country or an international organisation	No
12. General description of security measures, where possible	The database is located on a secure server belonging to the Committees in Brussels.
13. Privacy statement	Catering service
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 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?	Yes
5. How do you ensure that the information you process is accurate?	email and signature of the client
6. How do you rectify inaccurate information?	
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?	
9. How do you inform data subjects?	via privacy statement
10. Access and other rights of persons whose data are processed	In order to exercise their rights, data subjects can contact the service responsible. restaurant-sc@eesc.europa.eu
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)	 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	