| **Record of processing activity**  
<table>
<thead>
<tr>
<th><strong>Part 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of the data processing:</strong></td>
</tr>
<tr>
<td><strong>Created on</strong></td>
</tr>
<tr>
<td><strong>Last update</strong></td>
</tr>
<tr>
<td><strong>Reference number</strong></td>
</tr>
<tr>
<td><strong>Year</strong></td>
</tr>
<tr>
<td><strong>1. Controller:</strong></td>
</tr>
<tr>
<td><strong>2.a) Service responsible</strong></td>
</tr>
</tbody>
</table>
| **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

- necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body

- necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)

- 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

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes

- 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)?

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?  
   - data relating to health, (suspected) criminal offences or other special categories of personal data
   - evaluation, automated decision-making or profiling
   - monitoring data subjects
   - 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