




**Record of processing activity
Part 1**

Name of the data processing:	Events organised by EMAS
Created on	28/06/2019
Last update	
Reference number	049
Year	2019
1. Controller:	European Economic and Social Committee
2.a) Service responsible	L2 INFRA
2b) contact details	Infrastructure unit – Logistics Directorate – Joint Services – EMAS (environment@eesc.europa.eu) or (environment@cor.europa.eu)
3. Joint controller	Not applicable
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	Not applicable
6. Purpose(s) of the data processing	The data collected are necessary for the organisation, management and follow-up of the event. They are also necessary to ensure the success of the event and to inform staff about the actions taken.
7. Description of the categories of persons whose data are processed	Staff members, external guests

8. Description of data categories processed	The database includes the following the elements: pictures, videos, names and surnames of people participating in actions/conferences, quotes from participants (staff members) in newsletters or posters. If need be, the files containing the photos can be slightly altered, so that they can be used for the purposes for which the materials were made.
9. Time limit for retaining the data	The retention period is 10 years. After this period, the retained photos will be deleted from the EMAS server.
10. Recipients of the data	Access is restricted to EMAS staff. Some photos of speakers and participants could be published on the intranet as part of an event.
11. Transfers of personal data to a third country or an international organisation	Data will not be transferred.
12. General description of security measures, where possible	Data are stored on the Committees' servers. Access is limited to EMAS staff and operators.
13. Privacy statement	Events organised by EMAS
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>processing is necessary for the performance of a contract to which the</p> <p><input type="checkbox"/> (c) 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)?	Data will not be processed for other purpose.
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?	
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 the privacy statement.
10. Access and other rights of persons whose data are processed	Data subjects have the right to request access to their personal data. To request access, rectification, deletion or to make objections staff members can contact the controller (environment@eesc.europa.eu) or (environment@cor.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