



European Economic  
and Social Committee

### Record of processing activity Part 1

Name of the data processing	Management of call for tender procedures and contracts - PRINTSHOP/DI...
Created on	24/06/2019
Last update	
Reference number	050
Year	2019
1. Controller:	European Economic and Social Committee
2.a) Service responsible	L4 IMP
2b) contact details	PRINTSHOP/DISTRIBUTION - DL - Joint Services EESC-CoR HEAD OF UNIT - PRINTSHOP/DISTRIBUTION AUTHORISING OFFICER BY SUB-DELEGATION RUE BELLIARD 99 - OFFICE BVS 0141 B-1040 BRUSSELS - BELGIUM <a href="mailto:tenders-printshop@eesc.europa.eu">tenders-printshop@eesc.europa.eu</a>
3. Joint controller	
4. DPO: contact details	<a href="mailto:data.protection@eesc.europa.eu">data.protection@eesc.europa.eu</a>
5. Processor(s) (where applicable)	
6. Purpose(s) of the data processing	Management and administration of procurement procedures
7. Description of the categories of persons whose data are processed	All persons associated with the third parties whose details are included in submitted tenders and in contracts.

8. Description of data categories processed

Personal data collected and further processed concern the tenderer and its staff or subcontractors (natural persons). Information can relate to the following data:

- name;
- function;
- contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);
- certificates for social security contributions and taxes paid, extract from judicial records;
- bank account details (IBAN and BIC codes), VAT number, passport number, ID number;
- information for the evaluation of selection criteria: expertise, technical skills and languages, educational background, professional experience, including details on current and past employment; declaration on honour of not being in one of the exclusion situations referred to in the Financial Regulation

9. Time limit for retaining the data

Your personal data are kept as follows:

- Files relating to tender procedures, including personal data, are to be retained in the department in charge of the procedure until it is finalised, and in the archives for a period of at least five years following the date on which the European Parliament gives discharge for the financial year of the last payment (see Article 75 of the Financial Regulation).
- Until the end of a possible audit, administrative or judicial procedure, if one such procedure started before the end of the above period.

10. Recipients of the data

For the purposes detailed above, access to your personal data is given or may be given to the following people:

- EESC staff responsible for the management of the procurement procedure and tender evaluation (and/or the equivalent staff in other EU institutions in the case of an inter-institutional call for tenders);
- people and bodies with monitoring or inspection responsibilities in the application of Union law (e.g. internal audits, Financial Irregularities Panel, European Anti-fraud Office – OLAF, Court of Auditors, EESC Data Protection Officer, European Data Protection Supervisor);
- the EESC legal service and the competent jurisdiction, in the event of an appeal;
- members of the public: in the event that you are awarded a contract by the EESC, part of your personal data will be made public, in accordance with the EESC's obligation to publish information on the outcome of procurement procedures deriving from the budget of the European Union. The information will concern, in particular, your name and address, the amount awarded and the name of the project or programme for which you are awarded a contract. It will be published in supplement S of the Official Journal of the European Union and/or on the EESC website for procurement above EUR 15 000.

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

NOT APPLICABLE.

12. General description of security measures, where possible

Information is held in locked archives managed by the controller of the IMP unit or by his subordinates. Access is possible to others only by written request. Copies may be held by the financial managing officer of the operating service responsible for the execution of the contract, under the responsibility of his/her financial authorising officer and Head of unit.

13. Privacy statement

[Template for procurement](#)

## 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
- (a) or in the exercise of official authority vested in the Union institution or body
  - (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)
  - (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

- (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- (e) 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	Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation (EU, Euratom) 966/2012
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, all data is necessary.
5. How do you ensure that the information you process is accurate?	Tender documents will be evaluated - verified
6. How do you rectify inaccurate information?	Data subjects can exercise their rights under Regulation (EU) 2018/1725 to obtain access to their personal data on request, to rectify, to erase and restrict processing. Please see 18.2. for further info on rectification.  Special attention is drawn to the consequences of a request for deletion, as this may lead to an alteration of the terms of the tender and lead to exclusion.
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?	Yes, retention periods are split
9 How do you inform data subjects?	Privacy statement link
10. Access and other rights of persons whose data are processed	

Data subjects can exercise their rights under Regulation (EU) 2018/1725 to obtain access to their personal data on request, to rectify, to erase and restrict processing. Please see 18.2. for further info on rectification.

Special attention is drawn to the consequences of a request for deletion, as this may lead to an alteration of the terms of the tender and lead to exclusion.

Email [tenders-printshop@eesc.europa.eu](mailto:tenders-printshop@eesc.europa.eu)

11. Does this process involve any of the following?

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