



European Economic  
and Social Committee

### Record of processing activity Part 1

Name of the data  
processing

Archives

Created on

23/04/2020

Last update

10/09/2020

Reference number

051

Year

2019

1. Controller:

European Economic and Social Committee

2.a) Service responsible

ICD

2b) contact details

Directorate D

The Information Centre and Document Management sector (SG.D.\_ICD),  
head of sector. ([courrierarchivesCESE@eesc.europa.eu](mailto:courrierarchivesCESE@eesc.europa.eu))

3. Joint controller

4. DPO: contact details

[data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)

5. Processor(s) (where  
applicable)

- Microfilm-Technik, Dendermondsesteenweg 151/4, B-2830 Willebroek (<http://www.mtprintfactory.be>)
- Historical Archives of the European Union, European University Institute, Villa Salviati, Via Bolognese, 156, 50139 Florence, Italy ([www.eui.eu](http://www.eui.eu))

6. Purpose(s) of the data  
processing

The EESC Archives store and preserve files and documents in paper, digital and microfilm form related to the EESC's activities and decisions. Standard rules ensure that the EESC is always able to make this documentation available on request.

7. Description of the categories of persons whose data are processed	<ol style="list-style-type: none"> <li>1. EESC staff, EESC members, UE institutions representatives, external experts</li> <li>2. External persons requesting access to documents</li> </ol>
8. Description of data categories processed	<ol style="list-style-type: none"> <li>1. Personal data contained in the EESC archived documents: Name, function, institution – for EESC staff, EESC members, UE institutions representatives and external experts</li> <li>2. Personal data related to requests for access to archived documents: Name and contact details of external persons requesting access to documents</li> </ol>
9. Time limit for retaining the data	<p>Personal data contained in the EESC documents are stored in the Committee's archive, for a duration that is indicated in the <a href="#">Retention list for files</a>. Files selected for preservation are transferred to the Historical Archives of the European Union after a period of thirty years from their creation, in accordance with the rules in force.</p> <p>Personal data related to requests for access to archived documents are kept for three years, only for administrative purposes and not disclosed.</p>
10. Recipients of the data	The personal data are accessible to a limited number of EESC Archives staff, working in ICD sector.
11. Transfers of personal data to a third country or an international organisation	The personal data will not be transferred to non-EU Member States or international organisations.
12. General description of security measures, where possible	The data are securely stored in locked file storage devices and storerooms, as part of EESC archives.
13. Privacy statement	<a href="#">Archives</a>
<p><b>Part 2</b> <b>Compliance check and risk screening</b></p>	
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>

- (b) 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
- (c) 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

[Council Regulation \(EU\) 2015/496 of 17 March 2015 amending Regulation \(EEC, Euratom\) No 354/83 as regards the deposit of the historical archives of the institutions at the European University Institute in Florence – O.J. L 79/1 of 25/03/2015](#)

2. Are the purposes specified, explicit and legitimate?

Yes, the only purpose is to securely preserve the EESC documents and make them available on request.

3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?

The personal data are not used for other purposes.

4. Do you really need all the data items you plan to collect?

Yes. Only personal data contained in the documents required to be archived are retained. Only the minimum amount of personal data of persons requesting access to documents is collected.

5. How do you ensure that the information you process is accurate?

The EESC Archives only receives documents for archiving purposes. It does not verify the accuracy of personal data contained in the documents. However, should there be a request to modify inaccurate personal data, the EESC Archives will address it accordingly.

Personal data of the persons requesting access to documents are limited to their name and contact details. They are provided by themselves and only used to answer their requests.

6. How do you rectify inaccurate information?

Upon request.

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, according to the [retention list for files](#).

9 How do you inform data subjects?

The privacy statement will be published on the relevant internet/intranet page and made easily accessible to the data subjects. For outside requests for information it will be in the acknowledgment of receipt when data subjects exercise their rights via email.

10. Access and other rights of persons whose data are processed

They can contact the service in charge of processing their personal data: the ICD sector ([courrierarchivesCESE@eesc.europa.eu](mailto:courrierarchivesCESE@eesc.europa.eu)). They may also contact the EESC Data Protection Officer ([data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)) and/or the [European Data Protection Supervisor](#) ([edps@edps.europa.eu](mailto:edps@edps.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