### Record of processing activity

#### Part 1

<table>
<thead>
<tr>
<th>Name of the data processing:</th>
<th>Establishment of pension rights and management of rights of retired staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created on</td>
<td>14/02/2020</td>
</tr>
<tr>
<td>Last update</td>
<td>26/08/2020</td>
</tr>
<tr>
<td>Reference number</td>
<td>056</td>
</tr>
<tr>
<td>Year</td>
<td>2020</td>
</tr>
<tr>
<td>1. Controller:</td>
<td>European Economic and Social Committee</td>
</tr>
<tr>
<td>2.a) Service responsible</td>
<td>E3 STA</td>
</tr>
<tr>
<td>2b) contact details</td>
<td>Directorate E - Unit E3 STA &quot;Working conditions, rights and obligations, pensions&quot;</td>
</tr>
<tr>
<td>3. Joint controller</td>
<td></td>
</tr>
<tr>
<td>4. DPO: contact details</td>
<td><a href="mailto:data.protection@eesc.europa.eu">data.protection@eesc.europa.eu</a></td>
</tr>
<tr>
<td>5. Processor(s) (where applicable)</td>
<td></td>
</tr>
<tr>
<td>6. Purpose(s) of the data processing</td>
<td>Establishment of pension rights and management of the rights of retired staff.</td>
</tr>
<tr>
<td>7. Description of the categories of persons whose data are processed</td>
<td>Officials, temporary and contract staff and their spouses and/or children.</td>
</tr>
</tbody>
</table>
| 8. Description of data categories processed | Identification data (surname, first name, date of birth, staff number, unique payroll number (NUP))  
Career data (contracts, development, pension contributions in the case of part-time work, management allowance)  
Personal data (postal address, telephone number and personal e-mail address, bank account number, family situation (marriage or divorce certificate), birth certificate of children, children’s education certificates, proof of payment of family allowances received from other sources and proof of spouse’s income for entitlement to family allowances). |
| 9. Time limit for retaining the data | The EESC keeps these data for the duration of the pension entitlement of the official/other staff member and of the pension entitlement relating to any survivor’s pension.  
Five years after the death of the beneficiary and their dependants, the files are sent to the EU's historical archives and/or to the EESC's own archives. |
| 10. Recipients of the data | Pension decision: the staff of the Directorate for Human Resources and Finance  
Establishment of the pension: the Appointing Authority or AECE, the EESC verification sector, the Administrative Communication and Documentation sector (ADI) for recording the establishment decision, PMO.4 for the payment of pensions.  
Changes to rights during the pension: the Appointing Authority or AECE, the EESC verification sector, PMO.4 for payment. |
| 11. Transfers of personal data to a third country or an international organisation | The data will not be transferred to a third country or international organisation. |
| 12. General description of security measures, where possible | The cabinets in which the files are kept are locked. The computer drive is accessible only to staff in the Rights and Obligations/Pensions sector of the Working Conditions, Rights and Obligations, Pensions unit, the head of the STA unit and their assistant. PCs are only accessible via individual passwords |
| 13. Privacy statement | Establishment of pension rights |
## Part 2
### Compliance check and risk screening

#### 1.a) Legal basis and reason for processing

- (a) 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
- (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

- Articles 52, 77 and Annex VIII and XIII of the Staff Regulations, and Articles 39, 40, 47, 109 and 119 of the CEOS.

#### 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)?

**The information is not processed for other purposes.**

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

**Yes, all the data are necessary.**

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

If an anomaly is detected, the person concerned is contacted.

#### 6. How do you rectify inaccurate information?

Automatically upon having verified the information with the data subject.

#### 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

**No**
longer, can you split the storage periods?

9 **How do you inform data subjects?**

Privacy statement attached to the establishment of pension rights.

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

To exercise their rights, data subjects may contact the data controller, who is the head of unit E3 STA "Working conditions, rights and obligations, pensions".

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**