

**Record of processing activity
Part 1**

Name of the data processing:	Mobility and transport plan
Created on	19/02/2020
Last update	
Reference number	059
Year	2020
1. Controller:	European Economic and Social Committee
2.a) Service responsible	E3 STA
2b) contact details	<p>E3 STA</p> <p>Unit E.3 STA – Working Conditions, Rights and Obligations, Pensions</p> <p>Rue Belliard/Belliardstraat 99</p> <p>1040 Brussels</p> <p>Sta-hou@eesc.europa.eu</p> <p>EESCmobility-transport@eesc.europa.eu</p>
3. Joint controller	
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	
6. Purpose(s) of the data processing	<p>To pay the public transport subsidy and the bike subsidy as part of the Committee's efforts to promote sustainable mobility.</p> <p>It is also intended to monitor access to the car parks.</p>

7. Description of the categories of persons whose data are processed	Officials, temporary agents and contract agents.
8. Description of data categories processed	<p>Identification data: last name, first name, staff number.</p> <p>Personal data: address, bank account, Mobib card, vehicle registration number.</p>
9. Time limit for retaining the data	The EESC will keep these data for five years as from the date on which the European Parliament grants the discharge for the budgetary year to which this information pertains. They will then be destroyed.
10. Recipients of the data	The managers, verifying agents and authorising officers for budget heading 1632 for the Business Transport Plan, together with the security department.
11. Transfers of personal data to a third country or an international organisation	Personal data are not transferred to third countries or international organisation.
12. General description of security measures, where possible	Documents are kept in folders in lockable cupboards.
13. Privacy statement	Mobility and transport plan
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><input type="checkbox"/> (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</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)?	Yes
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?	The data are provided by the data subjects.
6. How do you rectify inaccurate information?	If discrepancies are found, the data subject is contacted. The latter may request the rectification of inaccurate data at any time.
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?	No
9 How do you inform data subjects?	A link to the privacy statement is inserted on all forms to be completed by data subjects when submitting their application. The privacy statement will also be available on the Intranet page "Mobility and Transport Plan".
10. Access and other rights of persons whose data are processed	The persons concerned have the right to request access to their personal data. They also have the right to request that the data be modified or deleted and the right to express their position, formulate objections or complaints. For this purpose, they can contact the data controller. EESCmobility-transport@eesc.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

4. Other relevant documents