



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data
processing:

Mentoring programme

Created on

24/03/2020

Last update

Reference number

067

Year

2020

1. Controller:

European Economic and Social Committee

2.a) Service responsible

E3 STA

2b) contact details

Unit E.3.STA – Working Conditions, Rights and Obligations, Pensions
99, Rue Belliard
1040 Brussels
sta-hou@eesc.europa.eu
actions-sociales@eesc.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

To draw up an updated list of mentors selected from those who have expressed interest. The selection process will cater for as many services as possible and take into account the reasons why colleagues wish to be part of the programme. The names of mentors will be matched with those of mentees (newcomers) to put them in touch.

7. Description of the categories of persons whose data are processed	Officials and temporary and contract staff.
8. Description of data categories processed	<p>For mentors: surname, first name, directorate, how long they have been at the EESC, languages, additional information on their professional and/or private experience that could be a bonus for the relationship with the mentee.</p> <p>For mentees: surname, first name, directorate</p>
9. Time limit for retaining the data	The expression of interest form is kept for a maximum of two years. A list is kept for five years in order to have a record of the participants.
10. Recipients of the data	The STA unit, responsible for the mentoring programme and, as appropriate, the members of the programme.
11. Transfers of personal data to a third country or an international organisation	Data is not transferred.
12. General description of security measures, where possible	The data is stored on the Committee's servers, with access restricted by a password to members of the social work team.
13. Privacy statement	Mentoring programme
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)?	Not applicable
4. Do you really need all the data items you plan to collect?	Only the minimum data absolutely necessary is collected.
5. How do you ensure that the information you process is accurate?	The mentors provide us directly with information about themselves, and mentees' information is sent to us by the recruitment department.
6. How do you rectify inaccurate information?	By contacting the people concerned directly.
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?	By means of a privacy statement
10. Access and other rights of persons whose data are processed	People have the right to access their personal data to rectify any inaccurate or incomplete personal data, to stop (under certain conditions) the processing of their personal data, to object to the processing of their data and to request the deletion of their personal data (if processed unlawfully). They also have the right to withdraw their consent at any time. They can send their requests to actions-sociales@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