

**Record of processing activity
Part 1**

Name of the data processing:

Created on

Last update

Reference number

Year

1. Controller: European Economic and Social Committee

2.a) Service responsible

2b) contact details
Unit E.3 STA Working Conditions, Rights and Obligations, Pensions
Rue Belliard, 99
1040 Brussels
Sta-hou@eesc.europa.eu
Welfare Officer
isabelle.delaire@eesc.europa.eu
svcmédicosocialcese@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

Helping active and retired staff to solve administrative, personal, family, financial and professional problems by listening to them, analysing their situation, informing and advising them and directing them towards external support services if necessary.

Contact person in case of death.

7. Description of the categories of persons whose data are processed

Active staff (officials, agents, trainees) and their families and retired staff and their families.

8. Description of data categories processed

Contact details of persons concerned (address, telephone number, e-mail), marital status.

information collected during interviews and/or medical, financial, professional, legal, personal or family documents related to the request for assistance.

memos, letters, decisions related to the personal, professional or family situation of the person concerned or their family.

9. Time limit for retaining the data

For active and retired staff: maximum five years after the death or five years after the last contact with a descendent after the death.

10. Recipients of the data

the EESC welfare officer to do their job

The Appointing Authority for any social report or request for assistance which it must sign.

Staff of PMO.3 JSIS sickness insurance or PMO.4 pensions to get information on sickness insurance or accidents and occupational illness or for information relating to pensions to advise the person concerned.

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

personal data is not transferred to third country, only to national social and medical services.

12. General description of security measures, where possible

respect for medical or social confidentiality. confidential medical or social information shared with the staff of the contacted services themselves are subject to this obligation (welfare officers, doctors).

Files are placed in a locked cupboard.

13. Privacy statement

[Social files](#)

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

National civil and criminal codes concerning the obligation for welfare officers to maintain professional confidentiality.

The tasks of the welfare service are specified and justified by the Staff Regulations:

- psychosocial support under Article 1 (e) of the Staff Regulations
- Financial support under Articles 76, 76a of the Staff Regulations and Articles 30, 71 and 98 of the CEOS.

2. Are the purposes specified, explicit and legitimate?



Yes, the tasks of the welfare service are specified and justified by the Staff Regulations.

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 information listed in point 8 and necessary for the purpose of the welfare service's work are collected and processed.

5. How do you ensure that the information you process is accurate?	The information is collected directly from the people concerned and/or in Sysper.
6. How do you rectify inaccurate information?	<p>The people concerned are entitled to access their social welfare file and correct or complete the information therein by sending an e-mail to the relevant department: svcmédicosocial@eesc.europa.eu or isabelle.delaire@eesc.europa.eu</p> <p>For corrections in Sysper, see the corresponding privacy statements and records of processing activities.</p>
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?	anonymous statistics are kept for an indefinite period.
9 How do you inform data subjects?	Through the privacy statement.
10. Access and other rights of persons whose data are processed	The people concerned are entitled to access their social welfare file and correct or complete the information therein by sending an e-mail to the relevant department: svcmédicosocial@eesc.europa.eu or isabelle.delaire@eesc.europa.eu and their request will be processed as soon as possible.
11. Does this process involve any of the following?	<p><input checked="" type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data</p> <p><input type="checkbox"/> (b) evaluation, automated decision-making or profiling</p> <p><input type="checkbox"/> (c) monitoring data subjects</p> <p><input type="checkbox"/> (d) new technologies that may be considered intrusive</p>
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

<https://intranet.eesc.europa.eu/EN/E/medical-service>

4. Other relevant documents

STA unit procedure manual containing the procedures for :

- complementary assistance to people with disabilities
- family assistance and care for sick children
- death of an active staff member