### Record of processing activity

#### Part 1

<table>
<thead>
<tr>
<th>Name of the data processing</th>
<th>Relations with national economic and social councils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created on</td>
<td>04/08/2020</td>
</tr>
<tr>
<td>Last update</td>
<td>26/08/2020</td>
</tr>
<tr>
<td>Reference number</td>
<td>077</td>
</tr>
<tr>
<td>Year</td>
<td>2020</td>
</tr>
</tbody>
</table>

1. Controller: European Economic and Social Committee

2a) Service responsible: D5 CSS

2b) Contact details:
Directorate D | Unit CSS – Relations with National Economic and Social Councils and Civil Society
Rue Belliard/Belliardstraat 99 | 1040 Bruxelles/Brussel
CSSdataprotection@eesc.europa.eu

3. Joint controller:
- For relations with national Economic and Social Councils (co-organisation of meetings), the registration process is managed by both the EESC and the national councils.
- The registration data is collected by the EESC for security reasons to grant access to event premises.

4. DPO: Contact details: data.protection@eesc.europa.eu

5. Processor(s) (where applicable):
Where an external contractor is chosen to take pictures or make a video recording on one of the meetings for the EESC website, social media accounts and/or YouTube channel, contractors are bound by a contract model signed with the EESC, including all data protection rules.
6. Purpose(s) of the data processing

Concise description of the purpose of the data processing (what you intend to achieve)

- Management and organisation of relations with national Economic and Social Councils (nESCs), including annual meetings of presidents and secretaries-general of the nESCs as well as cooperation with the International Association of Economic and Social Councils and Similar Institutions (AICESIS);
- Data collected for accreditation and security purposes;

Data collected for information, communication and publicity on issues related to Unit’s activities and scope of competence.

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

Annual meetings in the framework of relations with national Economic and Social Councils:

- EESC members and staff;
- secretaries-general and presidents of the national Economic and Social Councils and/or their representatives;
- members and staff of the national Economic and Social Councils.
- Representatives of national governments and institutions
- Representatives of EU institutions (for instance Commissioners)

For events with registration via a registration form and where recordings (photos, video, audio, livestreaming) of participants take place, the participants’ consent for recordings shall be collected via the Dynamics registration form specific to the event. Additionally, where on-the-spot registration takes place, a written form will include a special clause to request the consent of non-registered participants, as well as information posters (model enclosed to this notification) shall be placed in visible places in the conference rooms.

8. Description of data categories processed

**Dynamics Data**

Data are organised in two sections:

- "legal entities" or Organisation,
- "private persons" or Contacts.

Dynamics is a system allowing to send emails and to create statistics such as whether the emails were delivered / opened / deleted without reading and if any links in the email were clicked. This is done to allow the EESC to collect statistical data on related email campaigns. Subscription lists are used and the Dynamics privacy statement is included.

**Contacts**

- Last Name
- First name
- Gender
- Organisation
- Country Represented
- Job Title
- Email Address
- Phone Number
- Mobile phone
9. Time limit for retaining the data

Registrations by email (registration forms) for the meetings managed jointly by EESC and a national council

- Surname and name
- Position
- Organisation
- Address
- Email
- Participation in lunch and/or cultural events
- Arrival/Departure details

Recordings

- Photos
- Video recordings
- Audio recordings
- Minutes with quotes and/or speech summaries and/or presentations

Accreditation Data

Collected for accreditation purposes, according to the internal rules established by the security service (for all the events with external partners without EU institution badge):

- Name,
- Surname,
- Country of residence,
- Nationality,
- Number of ID card or passport,
- Car number (where relevant).

For additional information please refer to the accreditation privacy statement.

Live streaming

Recordings are done in accordance with the EESC Decision 206/17A: Rules on the recording of activities undertaken by the European Economic and Social Committee and the live streaming is always requested via the official EESC procedure.
Dynamics

Your personal data will be kept only for the period necessary for the organisation and management of the relations and meetings, unless you have agreed to receive further emails from the EESC (for example, invitations to future events or newsletters). You can always unsubscribe from receiving emails from the EESC via the unsubscribe link or via the contact form (http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=60).

Data stored on CSS Unit shared drive

Personal data are kept as long as follow-up or evaluation actions are necessary, by default for the entire period of membership of the national economic and social council (and its representatives) in the network managed by the EESC. All members of the CSS Unit have access to the shared drive.

Accreditation

Data obtained for these purposes are transferred to the Security service and then deleted by the CSS Unit. The Security service retains data for one year, according to the accreditation privacy statement.

Internet and intranet

Data published on the Internet and intranet will remain there indefinitely. In case of speeches and presentations written consent is collected before publication. Data subjects may contact the administrator in charge of the event with request to modify or delete any information pertaining to his or her person.

10. Recipients of the data

All EESC staff (officials, temporary agents, contract agents, seconded national experts, trainees) who request and are granted access to Dynamics and to the share drive of the CSS Unit. Access to view, encode, modify and delete the data is granted exclusively upon completing a full cycle of training in the use of the database.

In case of meetings managed jointly by the EESC and a national council, the registration data are known to the coordinators in the EESC and in the economic and social council of the country in which the meeting is organised.

The CSS Unit keeps an up-to-date list of contacts of all representatives of the national councils with which the EESC has relations. The recipients may choose, by giving a clear consent, whether to provide a functional mailbox of their organisation and/or their professional or private emails. This list may be used for various communication purposes from the EESC and may be shared with other national councils exclusively upon explicit consent of all its members.

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

No transfer of data is taking place.

12. General description of security measures, where possible

...
The collected personal data are stored on the EESC’s servers. The access to all personal data as well as all information collected in the context of the meeting/event is only granted through UserID/Password to a defined population of users: in case of Dynamics – to Dynamics users only, in case of Unit’s share drive – to members of the CSS Unit only.

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 or in the exercise of official authority vested in the Union institution or body
- 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 data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- check (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- necessary in order to protect the vital interests of the data subject or of another natural person

1b) Legal basis

- Are the purposes specified, explicit and legitimate? Yes
- Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)? Yes
- Do you really need all the data items you plan to collect? All the required data are necessary for the performance of tasks within the mission of the Unit and/or in view of the requirements of various internal services who process them, such as financial reimbursements or security. Therefore, only indispensable data are collected.
- How do you ensure that the information you process is accurate? By following internal guidelines of the data required by various EESC services implicated in managing the events organised by the Unit, such as data required by Security to grant access to the EESC premises or, in case of financial data, the data required by the Financial Regulation.
- How do you rectify inaccurate information?
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?

   Retention periods are split (e.g. data collected for accreditation purposes: 1 year; data collected for financial purposes: 7 years).

9. How do you inform data subjects?

   By including the appropriate privacy statement in all official messages, such as invitations, reminders, and newsletters.

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

    Requests from data subjects, regarding access, deletion, correction of data receive a follow-up within 15 days of introducing the request.

11. Does this process involve any of the following?

    - data relating to health, (suspected) criminal offences or other special categories of personal data
    - evaluation, automated decision-making or profiling
    - monitoring data subjects
    - 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