



European Economic
and Social Committee

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
IT Unit, Head of Unit
helpdesk@eesc.europa.eu

3. Joint controller

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

5. Processor(s) (where applicable)
BT Belgian Branch Foreign Law Company (public limited company, plc),
Telecomlaan 9 1831, Diegem, Belgium

6. Purpose(s) of the data processing
To enable web conferencing using Webex for Committees' staff.
Webex provides a web conferencing service to all Committee staff. It is intended for organising meetings with external correspondents.

7. Description of the categories of persons whose data are processed
EESC-COR Members & officials, officials etc. from other European institutions and bodies, subcontractors, European & world citizens. In this context any person as a potential web conference participant is also a potential data subject

8. Description of data categories processed

Overall, the personal data handled in Web conferencing consists of:

- Participant identifier (mainly email address, but potentially some other parameters)
- Conference Content (available to participants only at Conference duration)
- Participants' names list (available to participants only at Conference duration)
- Session identifier (determined by the system, only on anonymised reports)
- Date of session (determined by user decision, only on anonymised reports)
- Duration of the session (determined by user decision, only on anonymised reports)
- First and Last Name (Organiser account)
- Professional email (Organiser account)
- Relevant organisational entity (EESC or COR) (Organiser account)
- Country & Time-zone

The provision of personal data is mandatory (Organiser/participant) to meet a technical requirement. If you do not provide your personal data (User/participant identifier), possible consequences might be that the system cannot identify the conference participant and therefore their participation is doubtful. Moreover, we might obtain some personal data from the characteristics of the conference metadata (duration, starting time/date).

9. Time limit for retaining the data

The IT unit keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration). Organiser personal information is processed only for the duration of the Contract with the service provider. The content of the video/audio conference (documents, links, files etc) will be deleted after the termination of the session.

10. Recipients of the data

Access to your personal data is provided to the EESC-COR staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Main recipient is the conference's organiser who should identify the external participants. The organiser, by service definition, is part of EESC-COR staff. Participants are recipients as well of the contents during the duration of the session. The main organiser can take the decision of a local meeting recording, in such scenario a recording alert is shown to all participants.

The Contractor is BT Limited Belgian Branch Foreign Law Company (public limited company, plc) Telecomlaan 9 1831 Diegem Belgium and is a secondary recipient for an anonymised set of data (conference identifier, duration, starting time/date) for billing purposes.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

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

None

12. General description of security measures, where possible

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the EESC-COR and its contractors based on its service.

The EESC-COR's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the EESC-COR, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

In order to protect personal data, a number of technical and organisational measures have been put in place. These include appropriate measures to address online security, physical security, risk of data loss, alteration or unauthorised access, taking into consideration the risk represented by the processing and the nature of the data being protected.

13. Privacy statement

[Web conferencing](#)

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

Necessary for the management and functioning of the institution (as per recital 17, second sentence)

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)?

N.A.




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

Yes

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

Information directly provided by the users.

6. How do you rectify

inaccurate information?	Directly in the IT systems
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?	N.A.
9 How do you inform data subjects?	<ul style="list-style-type: none"> • Information on the web-conferencing system is available on the intranet. • The principal IT publication for end-users is the "IT Guide". • Regular reminders are sent by e-mail concerning relevant issues from the "IT helpdesk". • A privacy statement is published on the intranet • The decision on acceptable use of the Committees' computer system is published on the intranet
10. Access and other rights of persons whose data are processed	As regards incorrectly encoded data in the Web conferencing system; Data Subjects may exercise their rights by sending an e-mail to the "Helpdesk IT" functional mailbox. Other data is under the control of the users.
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 Organisational Security measures http://jsnet.esc.europa.eu/en/dl/it/services/index%20of%20service%20topics/sec_mgmt.pdf Technical security measures http://jsnet.esc.europa.eu/EN/dl/it/Services/Index%20of%20Service%20Topics/Technical%20Security%20Measures.pdf
3. Links to other documentation	 No hyperlink inserted

4. Other relevant documents

The basic decisions regarding the IT system (acceptable use, internet & information security), privacy statements and information notes regarding personal data & information security:

<http://jsnet.eesc.europa.eu/EN/dl/it/Rules/Pages/default.aspx>

Specific data protection provisions from the framework contract:

<http://jsnet.eesc.europa.eu/EN/dl/it/Rules/RulesOfUse/Information%20Note%20-%20Webex.pdf>

Service overview on the Intranet:

<http://jsnet.eesc.europa.eu/EN/dl/it/Services/Pages/Videoconferencing.aspx>