

Record of processing activity Part 1

Name of the data processing	ICD e-newsletter to EESC members
Created on	25/09/2020
Last update	20/10/2020
Reference number	090
Year	2020
1. Controller:	European Economic and Social Committee
2.a) Service responsible	ICD
2b) contact details	EESC Information Centre, Information Centre and Document Management Sector (ICD), Directorate D – Communication and Interinstitutional Relations, rue Belliard/Belliardstraat 99 JDE 1048, 1040 Bruxelles/Brussel, biblio@eesc.europa.eu
3. Joint controller	N/A
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	N/A
6. Purpose(s) of the data processing	Personal data (email addresses) are used in order to regularly send EESC members the monthly e-newsletter produced by the Information Centre.
7. Description of the categories of persons whose data are processed	Only the personal data of EESC members are processed.

8. Description of data categories processed	<p>We collect EESC members' email addresses.</p> <p>These data are saved to the EESC's server and manipulated using the Dynamics Marketing software.</p>
9. Time limit for retaining the data	Data are retained throughout EESC members' term of office.
10. Recipients of the data	Only authorised persons, i.e. EESC Information Centre staff.
11. Transfers of personal data to a third country or an international organisation	We do not intend to transfer any data to third countries or international organisations.
12. General description of security measures, where possible	The distribution of the Information Centre's e-newsletter is exclusively internal. The newsletter is not accessible to the public.
13. Privacy statement	ICD e-newsletter to EESC members
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 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	Necessary for the management and functioning of the institution (in accordance with recital 22, second sentence) of the Regulation 2018/1725

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)?	No information is processed for other purposes.
4. Do you really need all the data items you plan to collect?	The service cannot be provided without these data. We need to be able to contact users by email to inform them of new publications.
5. How do you ensure that the information you process is accurate?	<p>Up to now, information has been provided by:</p> <ul style="list-style-type: none"> - users themselves (it is in their interest for this information to be correct and up to date); - the ECAS/EU login authentication system.
6. How do you rectify inaccurate information?	Either users rectify information (orally or in writing) or Information Centre staff do so based on the Outlook professional database.
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?	Via the privacy statement on the Information Centre's intranet site and in the emails sent to EESC members.
10. Access and other rights of persons whose data are processed	<p>All emails specify our contact details (functional mailbox: biblio@eesc.europa.eu).</p> <p>Users may unsubscribe from the service at any time, either by submitting a request to the Information Centre or by clicking on the "unsubscribe" option included in every email.</p>
11. Does this process involve any of the following?	<ul style="list-style-type: none"> <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

[Privacy statement - Version FR](#)

4. Other relevant documents