

**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
DL Intranet Revamp Project Group
Revamp Intranet: https://team.eesc.europa.eu/sites/DL-intranet-revamp/_layouts/15/start.aspx#/
mgmt-logistique-sc@eesc.europa.eu

3. Joint controller

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

5. Processor(s) (where applicable)

6. Purpose(s) of the data processing

The EESC and COR have four Intranets: EESC Intranet, MYCOR, DT Intranet and DL Intranet. The first three have been redesigned/renewed over the last 5 years.

However, the DL Intranet has not changed substantially for the last 10 years. It is outdated in terms of content and style. There is a clearly a need for an updated version, aligned with the structure of the three other Intranets. It is also the aim to improve it so as it becomes a more user-friendly intranet that puts the users first.

In order to reach the above-mentioned objective, it has been decided to organize and launch a general survey (see annex) for Staff, *which is anonymous*, with the only exception of question 11 stating as follows: "*If you wish to participate to improve the DL intranet, please leave your name and contact details here*".

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

Staff members that confirm their wish to participate to improve the DL intranet.

8. Description of data categories processed

Personal data collected and further processed concern the name(s) and the contact detail(s) of the Staff members wishing to participate to improve the DL Intranet, in accordance with their reply to question 11 of the Survey.

9. Time limit for retaining the data

Personal data will be kept until the date of the complete execution of the project, planned for the 31/12/2021.

10. Recipients of the data

For the purpose detailed above, access to the personal data collected and further processed is or may be given to the EESC & CoR staff responsible of DL Intranet Revamp Project Group.

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

No transfer(s) of personal data to a third country or an international organisation is foreseen in the execution of the projet.

12. General description of security measures, where possible

The processing operation will done manually and/or by electronic means by the EESC & CoR staff responsible of DL Intranet Revamp Project Group.

13. Privacy statement

[DL intranet revamp](#)

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

2. Are the purposes specified, explicit and legitimate?

Yes they are. Upon reception of the replie(s) to the Survey, the personal data are collected and further processed for the purpose of improving the DL Intranet.

3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?

The data collected are only processed for the purpose of improving the DL Intranet.

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

The launch of a general survey is in principle anonymous, with the only exception of the data collected and processed in accordance with question 11 stating as follows: "*If you wish to participate to improve the DL intranet, please leave your name and contact details here*".

The latter data collection is justified by the legitimate purpose for the DL Intranet Revamp Project Group to be able to get in contact with the author of the reply to the Survey, that will remain otherwise anonymous.

They will not be further processed for other purposes and/or in a manner that would be incompatible with that purpose. In that perspective, their collection is compatible with the principles of "purpose limitation" and "data minimisation" established by Article 4(1), points b) and c) of Regulation (EU) n° 1725/2018.

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

6. How do you rectify inaccurate information?

Data subjects who seek access, or seek to correct inaccurate data, amend or delete their data, and exercise all their rights, should direct their query to DL Intranet Revamp Project Group- Directorate for Logistics.

7. Are they limited according to the maxim "as long as necessary, as short as possible"?

Yes. Personal data will be kept until the date of the complete execution of the project, planned for the 31/12/2021.

8. If you need to store certain information for longer, can you split the storage periods?

9 How do you inform data subjects?

The data subjects receive a privacy statement

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

Data subjects have the right to access their personal data and to rectify any inaccurate or incomplete data. Data subjects who seek access, or seek to correct inaccurate data, amend or delete their data, and exercise all their rights, should direct their query to DL Intranet Revamp Project Group- Directorate for Logistics. Data subjects can also withdraw their consent at any time.

11. Does this process involve any of the following?

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

- (c) monitoring data subjects
- (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?

[EUSurvey](#)

3. Links to other documentation

[Project Initiation Request](#)

4. Other relevant documents