



European Economic  
and Social Committee

### Record of processing activity Part 1

Name of the data  
processing:

Events organised by TEN Section

Created on

2/09/2020

Last update

Reference number

094

Year

2020

1. Controller:

European Economic and Social Committee

2.a) Service responsible

B2 TEN

2b) contact details

TEN UNIT - [ten-data@eesc.europa.eu](mailto:ten-data@eesc.europa.eu)

3. Joint controller

Not applicable

4. DPO: contact details

[data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)

5. Processor(s) (where  
applicable)

Not applicable

6. Purpose(s) of the data  
processing

The purpose of the data processing is to organise and manage the events, namely register the participants in the event and provide access to the venue. With the consent of the participant the personal data will be also processed to fulfil the communication objectives of the event and to send invitations to future events the TEN section may organise.

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

Participants of the event/Conference (either persons that are already in our database because they have signed in to receive communications on TEN events or persons that find the public available information in the Web Page of the EESC and decide by themselves to register) and speakers.

8. Description of data categories processed

- 1) Compulsory information necessary for registration: First name and Family Name + email; Non compulsory: Gender, Profession, Organisation, Phone Number
- 2) Information necessary for access to the conference venue:
  - a) In case of a visitor (not in possession of an EU official badge), the following personal data will be processed: surname, first name, date of birth, nationality and ID card / passport number.
  - b) In the case of VIP guests, the following personal data will be processed: surname, first name, role (such as minister, ambassador) and vehicle registration number.
  - c) In case of an EU official the following personal data will be processed: surname and first name.
- 3) Information necessary for financial purpose (when applicable): information contained in the Legal entity form and information contained in the Financial identification form.
- 4) Photos and audio recordings related to the conference - with the consent of the participant.

9. Time limit for retaining the data

Data (excluding photos, audio and video recordings that have been published and personal data provided for accreditation purposes) will be kept for a maximum period of 24 months after the end of the event, unless you explicitly agree to your contact details being kept in order to receive invitations to future similar events organised by the TEN Section.

ID card or passport number provided for accreditation purposes will be kept for 12 months

Photos and audio recordings that have been published (for example on the web or in publications) will remain in that format indefinitely. Data subjects can oppose the publication on the EESC website, and withdraw consent at any time.

In accordance with Article 75 of the Financial Regulation, financial data is kept for at least five years from the date on which the European Parliament gives discharge for the financial year to which the documents relate.

10. Recipients of the data	<p>The recipients of your data will be the EESC staff in charge of the organisation, management and follow-up of this event (TEN Unit, Communication services (for impression of badges and publications), Security service, Reception).</p> <p>Photographs and/or audio and video recordings could be published in the context of the event on the web, including via social media. They can also be published afterwards, for historical and communication purposes.</p>
11. Transfers of personal data to a third country or an international organisation	NO, personal data will not be transferred to a non-EU member state and/or international organisation.
12. General description of security measures, where possible	The personal data is collected via Dynamics (EESC contacts management database ). The access to the personal data collected in the context of the event is restricted to EESC Dynamics users only.
13. Privacy statement	 No hyperlink inserted
<p><b>Part 2</b></p> <p><b>Compliance check and risk screening</b></p>	
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 checked="" 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	
2. Are the purposes specified, explicit and legitimate?	Yes. In the privacy statement we state that "Your personal data will be processed in order to: register you for the conference on "..."; provide access to the venue; fulfil the communication objectives of the conference (with your consent only); send you invitations to future events the EESC may organise (with your consent only).

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?	We could do without telephone number and gender but the first might be useful if in need to contact someone quickly and the second one to address politely information to someone. The profession and organization help to better know who our stakeholders are. Those data are not compulsory in our registration form.
5. How do you ensure that the information you process is accurate?	It is the person himself encoding it. We do not do any manual encoding.
6. How do you rectify inaccurate information?	We ask people to resend a registration form with their correct information or by using links on the bottom of our communications if they want to change their subscription preferences. If requested, we can also rectify inaccurate information by ourselves.
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	Yes, we use the common practice in the house.
8. If you need to store certain information for longer, can you split the storage periods?	We could but it would make quite some work in finding out manually data that should be stored for different periods and this could lead to errors. In order to avoid such errors it is better to put the same deadline for the different categories of data.
9 How do you inform data subjects?	Annexing the Privacy Statement.
10. Access and other rights of persons whose data are processed	Data subjects can have access by By writing to us at <a href="mailto:ten@eesc.europa.eu">ten@eesc.europa.eu</a>
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
<b>Part 3</b> <b>Linked documentation</b>	

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

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