

**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 Working Conditions, Rights and Obligations, Pensions Unit (STA)
The medical service and medical officer
svcmedicosocialcese@eesc.europa.e

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 personal data is collected and processed to establish priority lists of volunteer EESC staff and Members interested in being included in the COVID-19 vaccination campaign organised by the Medical Service of the European Commission.

7. Description of the categories of persons whose data are processed	People (members/delegates/staff) self-declared or identified as vulnerable population according to the vulnerability criteria as defined by Medical Service
8. Description of data categories processed	<p>- Forename, surname, date of birth, mail address, staff number (for staff only)</p> <p>- Medical data demonstrating medical vulnerability (medical certificates and reports) to be used only by the EESC medical service.</p>
9. Time limit for retaining the data	<p>The personal data collected will only be kept for the time necessary to fulfil the purpose of the collection and complete this processing operation. The personal data collected will be deleted by the EESC after the transmission of the priority lists of volunteer EESC staff and Members to the European Commission.</p> <p>The personal data collected by the EESC that are contained in the priority lists transmitted to the European Commission will be kept by the Commission in accordance with its applicable data protection rules and policies, as laid down in the relevant privacy statement issued by the Commission.</p>
10. Recipients of the data	For all the personal data collected as part of this processing operation: authorised staff of the EESC's Medical Service carrying out this processing operation; - For the personal data contained in the priority lists: authorised staff of the European Commission carrying out the Commission's COVID-19 vaccination campaign.
11. Transfers of personal data to a third country or an international organisation	N/A
12. General description of security measures, where possible	Data transmitted by Head of Unit and Doctor of medical Service to Medical Service of the Commission on crypted USB sticks against receipt.
13. Privacy statement	Privacy Statement
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

- Article 10(2)(a) of Regulation (EU) 2018/1725: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

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)?

Info only processed for Covid19 vaccination campaign

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?

Self declaration cross-check by extraction from SYSPER (for identity items) and medical certificate (for medical purpose).

6. How do you rectify inaccurate information?

No rectification foreseen

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

The info will only be used to organize the COVID 19 vaccination campaign

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

feasible if needed

9 How do you inform data

subjects?

Via privacy statement sent by email

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

Data subjects may exercise their rights under Regulation (EU) 2018/1725 at any time upon request to the medical service (svcmedicosocialcese@eesc.europa.eu). The rights and procedures relating to access, correction, blocking, erasure, etc. of personal data are explained in the privacy statement attached to this record.

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)

[DPIA threshold assessment](#)

2. Where are your information security measures documented?



No hyperlink inserted

3. Links to other documentation



No hyperlink inserted

4. Other relevant documents