

**Record of processing activity
Part 1**

Name of the data processing:	COVID19 vaccination - list of Critical/Non Critical volunteer persons
Created on	10/03/2021
Last update	16/03/2021
Reference number	097
Year	2021
1. Controller:	European Economic and Social Committee
2.a) Service responsible	E3 STA
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 lists of volunteer EESC staff critical or not 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	Volunteer staff identified as critical (or not) according to a necessary presence on site and volunteer staff members and EESC Members.

8. Description of data categories processed	<p>- Forename, surname, date of birth, mail address, staff number (for staff only)</p> <p>- status of critical staff (if applicable)</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 these lists of volunteer EESC staff and Members to the European Commission.</p> <p>The personal data collected by the EESC that are contained in these 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	<p>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 these lists: authorised staff of the European Commission carrying out the Commission's COVID-19 vaccination campaign.</p>
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	Covid-19 vaccination list of volunteer staff and members
<p>Part 2</p> <p>Compliance check and risk screening</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 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</p>

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)?

Information may be further processed by the EESC's Medical Service to update the respective medical file.

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 information given by hierarchy (for critical staff status if applicable).

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 (svcmédicosocialcese@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.

- (a) data relating to health, (suspected) criminal offences or other special

11. Does this process involve any of the following?

- 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?

 No hyperlink inserted

3. Links to other documentation

 No hyperlink inserted

4. Other relevant documents