



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data
processing:

EESC STAFF COMMITTEE ELECTIONS

Created on

28/05/2021

Last update

28/05/2021

Reference number

101

Year

2021

1. Controller:

European Economic and Social Committee

2.a) Service responsible

Staff Committee elections panel

2b) contact details

BUR-Electoral-CESE@eesc.europa.eu

3. Joint controller

na

4. DPO: contact details

data.protection@eesc.europa.eu

5. Processor(s) (where
applicable)

na

6. Purpose(s) of the data
processing

The election panel uses data for the preparation of the voters' list and voting during the EESC Staff Committee elections.

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

EESC staff members

8. Description of data categories processed	<p>Preparation of the voter list</p> <p>Last name, first name, contract type, duration of the contract, email address.</p> <p>Voting during Staff Elections</p> <p>The voters' list - email addresses are entered in the Belenios voting system by the members of the election panel.</p> <p>Nominations - last name, first name and function group is entered in the Belenios voting system by the members of the election panel.</p> <p>Belenios is a software installed on the EESC/CoR election server administered by the IT unit.</p>
9. Time limit for retaining the data	<p>The list of EESC staff members, used for the preparation of voters' list and the nominations, is deleted by the election panel one month after the elections.</p>
10. Recipients of the data	<p>The members of the elections panel.</p>
11. Transfers of personal data to a third country or an international organisation	<p>Your personal data will not be transferred to a third country.</p>
12. General description of security measures, where possible	<p>Only the election panel has access to the data used for the preparation of the elections.</p>
13. Privacy statement	<p>EESC Staff Committee elections</p>
<p>Part 2 Compliance check and risk screening</p>	
1.a) Legal basis and reason for processing	<p><input checked="" type="checkbox"/> (a)</p>

necessary for the performance of a task carried out in the public interest 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 5(1)(a) of [Regulation \(EU\) 2018/1725](#): "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body".

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)?

Yes

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?

The data has been received from the EESC Directorate for Human Resources and Finance.

6. How do you rectify inaccurate information?

In case of any mistake, the election panel notifies the EESC Directorate for Human Resources and Finance.

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?

The privacy statement can be found on the [EESC Staff Election page](#).

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

The privacy statement can be found on the [EESC Staff Election page](#).

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?



No hyperlink inserted

3. Links to other documentation



No hyperlink inserted

4. Other relevant documents