



European Economic
and Social Committee

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
Foresight, Studies and Policy Assessment (FSA) unit B4
studies-eesc@eesc.europa.eu

3. Joint controller
N/A



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

5. Processor(s) (where applicable)
N/A

6. Purpose(s) of the data processing
Personal data collected to enable us to send invitations to tender for EESC studies

7. Description of the categories of persons whose data are processed
Representatives of potential tenderers

8. Description of data categories processed	First name, family name, country, e-mail address and optionally: organisation name, postal address and telephone number.
9. Time limit for retaining the data	10 years
10. Recipients of the data	EESC Staff in the FSA Studies team
11. Transfers of personal data to a third country or an international organisation	No
12. General description of security measures, where possible	Records stored on shared drive on EESC network accessible only to FSA Studies team
13. Privacy statement	EESC studies ex-ante announcement
Part 2 Compliance check and risk screening	
1.a) Legal basis and reason for processing	<p style="text-align: center;">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 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	Annex I.14 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, to award a low value contract as a result of a negotiated procurement procedure
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)?	N/A
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?	By using the personal data submitted by the data subject to send invitations with read receipt and asking for acknowledgement of receipt
6. How do you rectify inaccurate information?	By updating the record and notifying the data subject
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	Yes, in compliance with procurement rules
8. If you need to store certain information for longer, can you split the storage periods?	Yes, if necessary
9 How do you inform data subjects?	By linking to the privacy statement in each ex ante announcement and related contact form, with subsequent communications via email
10. Access and other rights of persons whose data are processed	<p>Rights to request access, rectification, erasure or restriction of the processing of your personal data.</p> <p>Right to object to the processing and right to receive personal data provided to the controller or to have that personal data transmitted directly to another controller (data portability).</p> <p>Right to withdraw consent at any time.</p>
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
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

[Future low and middle value contracts](#)

4. Other relevant documents