## Record of processing activity
### Part 1

| Name of the data processing: | List of volunteers for a supplemental dose of covid-19 vaccine |
| Created on                  | 29/10/2021                                           |
| Last update                 |                                                      |
| Reference number            | 108                                                   |
| Year                        | 2021                                                  |
| 1. Controller:              | European Economic and Social Committee                |
| 2a) Service responsible     | E3 STA                                                |
| 2b) contact details         | Working Conditions, Rights and Obligations, Pensions Unit (STA) |
|                            | The medical service and medical officer               |
|                            | svcmedicosocialcese@eesc.europa.eu                    |
| 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 in order to establish a list of volunteer EESC staff and EESC Members/Delegates interested in receiving a supplemental dose of vaccine in the frame of the COVID-19 vaccination campaign organized by the medical Service of the European Commission |
| 7. Description of the categories of persons whose data are processed | Volunteer EESC staff and EESC Members/Delegates identified as suffering from specific pathologies and under specific treatments |
| 8. Description of data categories processed | Identification data: forename, surname, gender, date of birth, mail address, staff number (for staff only)

Medical data: personal medical history, specific pathologies and treatments (Innate immunodeficiency -i.e. rare genetic immunodeficiency syndromes; chronic kidney failure requiring dialysis; inflammatory diseases treated with immunosuppressant therapy; blood cancers or other malignant tumours that are or have been actively treated within the last 3 years; patients in pre-transplantation, having stem cell transplantation and organ transplantation; HIV-positive patients with CD4 cell counts of less than 200 per mm³ of blood); medical certificates and reports. |
| 9. Time limit for retaining the data | 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 lists of volunteer EESC staff and Members to the European Commission. The personal data collected by the EESC that are contained in the 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. |
| 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 these 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 encrypted USB sticks against receipt. |
| 13. Privacy statement | [liste of volunteers for a supplemental dose of covid vaccination](#) |

**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)?

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-checked by medical supporting documents.

6. How do you rectify inaccurate information?

No rectification forseen

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?

feasible if needed

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 (svmedicosocialcese@eesc.europa.eu). The rights and procedures relating to access, correction, blocking, erasure, etc. of personal data are
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