



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:

2.a) Service responsible

2b) contact details

3. Joint controller

4. DPO: contact details

5. Processor(s) (where applicable)

6. Purpose(s) of the data processing

Personal Data

The EU DAG members' personal data is collected and processed to establish a list of the respective EU DAG membership for publication on the EU DAG pages of the EESC website and other media for communication purposes, as well as for sharing with Partner country DAGs and other relevant stakeholders like the Commission. Data such as emails and phone numbers may be collected to ensure smooth operations between EU DAG members and between EU DAG members and the Secretariat.

Recordings

In accordance with [EESC Decision No 206/17A \(Article 2\)](#), recordings of meetings are made for transcription, communication and publicity reasons, as well as for historical purposes. Recordings can be made at the request of EU DAG chairs, on behalf of a majority of EU DAG members.

Images

Photographs (with captions, such as names of persons in the photographs) or videos or video extracts may be published on the EESC website (internet), intranet and other media for communication purposes. Video recordings, or extracts, and photographs may be published on social media.

We may use social media to provide information about and promote EU DAG activity through widely-used channels: Facebook, Twitter, LinkedIn, Instagram and YouTube. The use of social media does not in any way imply endorsement of their privacy policies. In the event that one or more social media are unavailable, we accept no responsibility for lack of service due to their downtime. We recommend that users read the [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#) and [YouTube](#) privacy policies. Each company explains its policy of data collection and processing, its use of data, user rights and the ways in which users can protect their privacy when using these services.

The Directorate B REX unit use the recording for transcription purposes and transfers the recordings to staff upon request and for duly justified reasons.

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

Members of the EU DAGs

8. Description of data categories processed

- Identification data: forename, surname, gender, organisation, email address, and phones numbers;
- Image and sound: sound, visual, audio-visual and live recordings carried out by the Secretariat, irrespective of the medium in which they are stored. "Live recordings" means recordings of webcast meetings in part or in whole.

9. Time limit for retaining the data

The personal data collected will only be kept for the duration of the mandate of the respective EU DAGs.

Beyond that, data will only be kept for archiving and historical purpose.

10. Recipients of the data

For all the personal data collected as part of this processing operation:

- authorised staff of the respective EU DAG's Secretariat staff members carrying out operations;
- members of the same EU DAG and the European Commission;
- members of the respective partner DAGs and Partner Countries;

- members of the respective partner DAGs and Partner Country government on a "need to know" basis (i.e. for the purpose of organising the annual Civil society forums); and
- other stakeholders and Presidents of other EU DAGs on a "need to know" basis.

The EU DAG Rules of Procedure provide that EU DAG meetings are not public. Recordings of EU DAG meetings made for transcription purposes only are accessible only to the EU DAG Secretariat staff in charge of the transcription. When the EU DAGs themselves or the president of an EU DAG in the name of the majority of the body's members, decide that recordings will be made for other purposes, they may be accessible to other persons, depending on the purpose for which the recordings are made. If they are made for communication and publicity purposes, they will be accessible to the EU DAG members, staff and to the general public.

11. Transfers of personal data to a third country or an international organisation

To conduct the work of the EU DAG, data may be shared with the respective partner DAGs and Partner Country government on a "need to know" basis (i.e. for the purpose of organising the annual Civil society forums).

12. General description of security measures, where possible

13. Privacy statement

[EU Domestic Advisory Groups](#)

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)
- processing is necessary for the performance of a contract to which the
- (c) 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: The processing is necessary for the performance of the EU DAGs' Secretariat tasks carried out in the interest of the EU DAG and in the exercise of its official authority as an advisory body to the European Commission under the respective trade agreements.

Article 5(1)(d) of Regulation (EU) 2018/1725: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

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? **Checked with data subject**

6. How do you rectify inaccurate information? **Change in files**

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? **Yes**

9 How do you inform data subjects? **Email; privacy statement**

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

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