## Record of processing activity

### Part 1

<table>
<thead>
<tr>
<th>Name of the data processing:</th>
<th>CoFoE event &quot;Shaping Europe together&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created on</td>
<td>20.01.2022</td>
</tr>
<tr>
<td>Last update</td>
<td>20.01.2022</td>
</tr>
<tr>
<td>Reference number</td>
<td>113</td>
</tr>
<tr>
<td>Year</td>
<td>2022</td>
</tr>
</tbody>
</table>

1. Controller: European Economic and Social Committee

2a) Service responsible: Directorate D

2b) contact details:
- **Directorate D – Communication and Interinstitutional Relations**
- European Economic and Social committee
- Rue Belliardstraat 99, 1040 Brussels
- outreach@eesc.europa.eu

3. Joint controller: N/A

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

5. Processor(s) (where applicable):

   - GOPA COM
     - Bld. de la Woluwe 2, B-1150 Brussels
     - ISOPIX Sprl
   - Avenue Hermann Debroux 54, B-1160 Brussels

   The external contractors in charge of carrying out some tasks related to the organisation, management and follow-up of this event (take pictures, make a video recording for the EESC website, social media accounts and/or YouTube channel, report) are bound by a contract model signed with the EESC, including all data protection rules.
6. Purpose(s) of the data processing

- Data necessary for the organisation and management of the event;
- Data collected for accreditation purposes;
- Data collected for communication and publicity purposes;
- Data collected for financial purposes.

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

- Speakers/panellists/moderators;
- Members of the EESC, CoR and EP;
- European institutions' staff, in particular EESC staff;
- Governmental organisation and institution representatives / staff;
- General public registering via online form available on EESC website or distributed in a link sent via Dynamics;
- Participants registering on the day of the event.

For registration via a registration form, the participants' consent for recordings (photos, video, audio, livestreaming) shall be collected via the Dynamics registration form specific to the event. The consent shall also be asked before granting access from the webpage to the link to the event. Information posters shall be placed in visible places in the conference room. In addition, at the beginning of the event and before the Q&A parts, the moderator shall inform the participants not willing to give their consent for recording to switch off their camera.

8. Description of data categories processed

**Dynamics Data**

Data are organised in two sections:

- "Legal entities" or Organisation;
- "Private persons" or Contacts.

Dynamics also logs information whether the data subjects received the emails or opened them, and if any links in the email were clicked. This is done to allow the EESC to collect statistical data on related email campaigns. For more info you can refer to the Dynamics privacy statement.

**CONTACTS**

- Last Name
- First name
- Gender
- Organisation
- Job Title
- Email Address
- Phone Number
- Street, Number, P.O. Box
- Postal Code
- City, Town, Area
- Country
- Number of ID card or passport, if accreditation is needed
- Date of birth
- Nationality

**Recordings**

- Photos
- Video recordings
- Audio recordings
9. Time limit for retaining the data

**Data stored in Dynamics**

Data is deleted by the EESC Dynamics team upon request of data subjects: by email at http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=60 or by choosing to request deletion of their data from the database upon receiving a periodical email from the EESC notifying them that their data are a part of the database.

Data are also deleted by the EESC Dynamics team after a data subject has decided to unsubscribe from all EESC content by clicking on the unsubscribe link in a received email. For more information please refer to the Dynamics notification and privacy statement.

**Data stored on Directorate’ shared drive**

Personal data are kept as long as follow-up or evaluation actions are necessary. All personal data will be deleted from databases 1 year after the event. Data subjects will have the right to request the deletion of their data.

**Accreditation**

Data obtained for these purposes are transferred to the Security service and then deleted by the CIP unit. The Security service retains data for one year, according to the accreditation record (009/2018) and privacy statement.

- Minutes or report with quotes and/or speech summaries and/or presentation

**Accreditation Data** (for physical presence only)

Collected for accreditation purposes, according to the standards established by the Security service (only if physical participation).

- Name
- Surname
- Date of birth
- Nationality
- Number of ID card or passport

For additional information please refer to the accreditation privacy statement.

Security checks will be carried out at the entrance of the EESC premises on visitors' compliance with the EU Digital Covid Certificate (EUDCC) or a valid alternative certificate of vaccination, recovery or test, in line with the regulations applicable in Belgium.

**Data collected to organise travel and accommodation** (for speakers only): gender, surname, first name, date of birth, nationality and identity/passport number, email and phone number.

**Data collected for financial purposes** (speakers only): information contained in the Legal entity form and information contained in the Financial identification form may also be provided if a payment is foreseen.

**Live streaming**

Recordings are done in accordance with the EESC Decision 206/17A: Rules on the recording of activities undertaken by the European Economic and Social Committee.

**Data stored in Dynamics**

Data is deleted by the EESC Dynamics team upon request of data subjects: by email at http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=60 or by choosing to request deletion of their data from the database upon receiving a periodical email from the EESC notifying them that their data are a part of the database.

Data are also deleted by the EESC Dynamics team after a data subject has decided to unsubscribe from all EESC content by clicking on the unsubscribe link in a received email. For more information please refer to the Dynamics notification and privacy statement.

**Data stored on Directorate’ shared drive**

Personal data are kept as long as follow-up or evaluation actions are necessary. All personal data will be deleted from databases 1 year after the event. Data subjects will have the right to request the deletion of their data.

**Accreditation**

Data obtained for these purposes are transferred to the Security service and then deleted by the CIP unit. The Security service retains data for one year, according to the accreditation record (009/2018) and privacy statement.
10. Recipients of the data

All EESC staff (officials, temporary agents, contract agents, seconded national experts, trainees) who request and are granted access to Dynamics. See point 18.

Colleagues from Directorate D and A in charge of the practical organisation of the event as well as the travel agency “Carlson Wagonlit Trave (CWT)” in charge of the management of travel/hotel bookings if appropriate.

The Security service if physical participation and the financial service when a payment is required.

The contractors used in the framework of this event (GOPA COM / Isopix ) will take some pictures to be published on the intranet and EESC Internet web pages. It will also take some live recordings in order to create a video that will be published on YouTube, social media, EESC intranet and EESC Internet web pages and will write a report of the event. The contractor will have to respect the clauses of the contract.

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

No transfer is taking place.

12. General description of security measures, where possible

The collected personal data are stored on the EESC's servers. The access to all personal data as well as all information collected in the context of the meeting/event is only granted through UserID/Password to a defined population of users.

13. Privacy statement

CoFoE event "Shaping Europe Together"

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 data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- (c) the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- (d) necessary in order to protect the vital interests of the data subject or of another natural person
- (e)
### 1b) Legal basis

EESC Decision 206/17A: Rules on the recording of activities undertaken by the European Economic and Social Committee

<table>
<thead>
<tr>
<th>2. Are the purposes specified, explicit and legitimate?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Do you really need all the data items you plan to collect?</td>
<td>All the required data are necessary for the performance of tasks within the mission of the Unit and/or in view of the requirements of various internal services who process them, such as financial reimbursements or security. Therefore, only indispensable data are collected.</td>
</tr>
<tr>
<td>5. How do you ensure that the information you process is accurate?</td>
<td>By following internal guidelines of the data required by various EESC services implicated in managing the events organised, such as data required by the Conference Unit and Security to register participants and give them access to the EESC premises or, in case of financial data, the data required by the Financial Regulation.</td>
</tr>
</tbody>
</table>
| 6. How do you rectify inaccurate information? | **Dynamics** – the EESC Dynamics team follows internal rectification procedures. Where individual requests are filed, the rectification is done directly in the Dynamic’s lists by the Dynamics user(s) in charge of the contact.  
**Website, email and share drive** – upon request; only where necessary, records of rectification may be kept (such as minutes, track changes or emails stored). |
| 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. Retention periods are split (e.g. data collected for accreditation purposes: 1 year; data collected for financial purposes: 7 years). |
| 9 How do you inform data subjects? | By including the privacy statement in all official messages, such as invitations, advertising. |
| 10. Access and other rights of persons whose data are processed | Requests from data subjects, regarding access, deletion, correction of data are followed up within 15 days of introducing the request. |
| 11. Does this process involve any of the following data categories? | ☐ (a) data relating to health, (suspected) criminal offences or other special categories of personal data |
| Part 3  
<table>
<thead>
<tr>
<th>Linked documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Links to threshold assessment and DPIA (where applicable)</td>
</tr>
<tr>
<td>2. Where are your information security measures documented?</td>
</tr>
<tr>
<td>3. Links to other documentation</td>
</tr>
<tr>
<td>4. Other relevant documents</td>
</tr>
</tbody>
</table>