

**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

Visits and Publications Unit
Department D – Directorate for Communication & Interinstitutional Relations
Rue Belliard 99
B - 1040 Brussels
vipcese@eesc.europa.eu

3. Joint controller

4. DPO: contact details

5. Processor(s) (where applicable)

6. Purpose(s) of the data processing

- fulfil the communication objectives of the event (with your consent only);
- fulfil the film shooting and editing needs of the post-production line; (with your consent only);
- share your name and name of organization/institution/association you represent or belong to (with your consent only) ;

- keep your file and contact details on our database for any future reference and possible future collaboration, or send you invitations to future events that the EESC may organise (with your consent only).

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

Artists representing various backgrounds and sectors of the music industry.

8. Description of data categories processed

- data necessary for the organisation and management of the short films production and editing: first name, surname and e-mail address of the video participant, name of the organization/association/institution or company the video participant interacts with or works for, personal or any company's website, social media accounts' details, images from previous or current activities, archive material and information on the work delivered by participants;
- data collected for communication and publicity/informative purposes: pictures and/or audio and video recordings of video participants, quotes associated to names, live streaming. They could be published in the context of the event (i.e. YouTube video, publications) and in the framework of European Economic and Social Committee's activities, as well as published on its Intranet, the Internet and social media (i.e. Facebook, Twitter and Instagram). Recordings (all sound, audiovisual and live recordings) are made in accordance with the EESC Decision 206/17A: Rules on the recording of activities undertaken by the European Economic and Social Committee.

Consent is required for:

- photos, audio and video recordings and web streaming (if any) related to the event;
- reproduction and publication of any archive material or current file of your activities and work;
- invitations to future events the EESC may organise.

9. Time limit for retaining the data

Data (excluding photos, audio and video recordings that have been published) are kept as long as follow-up actions to the event are necessary with regard to the purpose(s) of the processing of personal data as well as, for the event and its related management.

Personal data will be deleted from databases 1 year after the event, except the forms which will be retained for 10 years on EESC's server.

Data published on the Internet and Intranet will remain there indefinitely.

10. Recipients of the data

- the EESC staff and members in charge of the organisation, project

management and follow-up of the series of video recordings and the EESC's cultural event;

- any external contractor or sub-contractor, officially appointed by the EESC to deliver any of the above tasks, along with know-how and professional expertise to the organization of the cultural initiative, from December 2021 till July 2022; an external contractor might be any individual or production company providing the management, equipment and expertise to edit and deliver the final result.

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

We will never share your personal data to third parties and certainly not for direct marketing purposes or any other commercial purposes.

12. General description of security measures, where possible

13. Privacy statement

[Privacy statement-SERIE VIDEO](#)

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

EESC Decision 206/17A: Rules on the recording of activities undertaken by the EESC.

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

yes

the data items you plan to collect? yes	
5. How do you ensure that the information you process is accurate?	
6. How do you rectify inaccurate information?	
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	
8. If you need to store certain information for longer, can you split the storage periods?	
9 How do you inform data subjects?	
10. Access and other rights of persons whose data are processed	
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	 No hyperlink inserted
4. Other relevant documents	consent form (attached to the privacy statement)