



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data
processing:

Language courses for spouses and registered partners

Created on

28/06/2022

Last update

28/06/2022

Reference number

118

Year

2022

1. Controller:

European Economic and Social Committee

2.a) Service responsible

STA

2b) contact details

actions-sociales@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

With a view to better social and professional integration in Belgium of the spouse or partner of a member of staff, the Economic and Social Committee offers a financial contribution for a language course.

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

Spouses and registered partners of officials and other agents in the European civil service.

8. Description of data categories processed	For officials/other staff: surname and first name, personnel number, staff category, date of recruitment, date of arrival in BE, duration of contract.
	For the spouse: Surname and first name, date of arrival in BE, language, level, name of the course, educational institution, dates and venue, registration fees, first contribution according to Decision No 149/22 A, date of contribution, proof of payment, certificate of success.
9. Time limit for retaining the data	5 years (in accordance with Article 75 of the Financial Regulation, financial data shall be kept for at least five years from the date of the European Parliament discharge for the financial year to which these documents relate).
10. Recipients of the data	STA unit, Staff Support sector
11. Transfers of personal data to a third country or an international organisation	No.
12. General description of security measures, where possible	Data saved on a local hard disk accessible only to concerned colleagues.
13. Privacy statement	Privacy statement cours de langues conjoints
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 checked="" 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>

- (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	Decision 149/22 A
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?	Data received directly by the interested party on a dedicated functional mailbox.
6. How do you rectify inaccurate information?	By asking the interested party for a rectification.
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	Yes, 5 years.
8. If you need to store certain information for longer, can you split the storage periods?	No.
9 How do you inform data subjects?	By email.
10. Access and other rights of persons whose data are processed	The persons concerned are entitled to request access to their personal data. They also have the right to request modification or deletion of the data and to state their position, to object or to complain. In this case, persons may contact the functional mailbox actions-sociales@eesc.europa.eu
11. Does this process involve any of the following?	<ul style="list-style-type: none"> <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 checked="" type="checkbox"/> (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

[Decision 149/22 A](#)

4. Other relevant documents