

**Record of processing activity  
Part 1**

Name of the data processing:	Call for expression of interest for new confidential counsellors to join its ...
Created on	08/04/2022
Last update	
Reference number	120
Year	2022
1. Controller:	European Economic and Social Committee
2.a) Service responsible	Selection Board for the Confidential counsellors
2b) contact details	<p>The persons responsible for the processing of personal data are in the framework of the call for expression of interest for the new confidential counsellors network is the Selection Board chaired by the Director for Human Resources and Finance or the EESC ethics coordinator and includes representatives of the Staff Committee, one of the current confidential counsellors, the social advisor of the EESC and an external psychologist (the latter with an observer status).</p> <p>The functional mailbox for this purpose is: AMI2022@eesc.europa.eu</p> <p>(Only a very limited number of people, on a need-to-know basis, have access to it.)</p>
3. Joint controller	Not applicable
4. DPO: contact details	<a href="mailto:data.protection@eesc.europa.eu">data.protection@eesc.europa.eu</a>
5. Processor(s) (where applicable)	Not applicable

6. Purpose(s) of the data processing	<p>The personal data is collected and processed only for the following purposes:</p> <ul style="list-style-type: none"> <li>• to appoint an appropriate number of confidential counsellors by the Appointing Authority from amongst officials as defined in Article 2(2) of this Decision with at least two years of seniority in the EESC;</li> <li>• for statistical reasons (anonymised data), in order to monitor the progress of the EESC's anti-harassment policy.</li> </ul>
7. Description of the categories of persons whose data are processed	<p>Any member of the staff who express interest via this call for expression of interest to become confidential counsellors.</p>
8. Description of data categories processed	<p>Only the information provided by the persons who express their interest via this call to become confidential counsellors in the course of the application and selection phase will be processed:</p> <ul style="list-style-type: none"> <li>- Data identifying the applicant and contact details (name, first name, gender, telephone number);</li> <li>- Data deriving from the candidate's CV, his/her motivation letter and other supporting documents submitted, function group, grade, step, seniority).</li> </ul>
9. Time limit for retaining the data	<p>During the application and selection procedure, the Selection Board in charge of the process is responsible for storing the applicants' files in a safe place (locked). Once the selection and the appointment of the confidential counsellors are considered to be closed, or at the latest three months later, the Selection Board sends any paper originals of the file to the coordinator of the panel of confidential counsellors, who stores the papers and files in digital format for a maximum of 2 years. The Selection Board destroys the files in digital format, once they have been transmitted to the coordinator of the panel of confidential counsellors.</p> <p>This period of 2 years is considered necessary for the retention of the application files of the confidential counsellors, particularly regarding the monitoring and evaluation of the progress of the policy for preventing and dealing with psychological and sexual harassment at work.</p>
10. Recipients of the data	<p>The Selection Board of the confidential counsellors, the coordinator of the panel of confidential counsellors, the assistants of the HR Director and the Appointing Authority.</p>
11. Transfers of personal data to a third country or an international organisation	<p>No data will be transferred to a third country or international organisation.</p>

12. General description of security measures, where possible

Electronic and hard-copy documents sent in the course of the application and selection procedure for the renewal of the confidential counsellor panel are kept in a secure environment (functional mailbox with limited access) or a disk which is not accessible to third parties. Any files containing paper documents are kept by the Selection Board members and the coordinator of the confidential counsellor panel locked.

13. Privacy statement

[Privacy statement](#)

## 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

The provisions of [of Decision No 090/ 22 A amending Decision No 200/ 14 A concerning the procedures for preventing and dealing with psychological and sexual harassment at work within the Secretariat of the European Economic and Social Committee](#) are applicable.

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)?

The data will not be processed for any other purpose.




4. Do you really need all the data items you plan to collect?

Only the data the person provides will be processed.

5. How do you ensure that the information you process is accurate?

The data is provided directly by the person concerned.

6. How do you rectify inaccurate information?

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, the storage period for the statistical data (anonymised) is 3 years.
9 How do you inform data subjects?	Through the privacy statement
10. Access and other rights of persons whose data are processed	Queries can be directed to the coordinator of the panel of confidential counsellors. The query will be dealt with within one month.
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 checked="" 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
<b>Part 3</b> <b>Linked documentation</b>	
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	