

**Record of processing activity
Part 1**

Name of the data
processing:

EUROPE DAY 2022 – POSTCARDS

Created on

2/5/2022

Last update

Reference number

121

Year

2022

1. Controller:

European Economic and Social Committee

2.a) Service responsible

D2 VIP

2b) contact details

Visits and Publications Unit
Department D – Communication
European Economic and Social Committee
Rue Belliard 99 | 1040 Brussels | Belgium
openday@eesc.europa.eu

3. Joint controller

4. DPO: contact details

data.protection@eesc.europa.eu

5. Processor(s) (where
applicable)

European Service Network – ESN
4 Galerie Ravenstein | 1000 Brussels | Belgium

Sub-Processor:

Paddle GENT
Quantum building | Oktrooiplein 1 | Tweede verdieping | 9000 Gent |
Belgium

6. Purpose(s) of the data processing	<p>Your personal data will be processed in order to:</p> <ul style="list-style-type: none"> • send a postcard via the online facility tool using a fake card generator tool (mypostcard.com). (with your consent only - provided through the online facility tool) • send you invitations and information relevant to future events and activities that the EESC Europe Day team may organise (with your consent only - provided through the online facility tool).
7. Description of the categories of persons whose data are processed	<p>participants using the post card booth and their recipients</p>
8. Description of data categories processed	<p>The following personal data will be processed:</p> <ul style="list-style-type: none"> • your name, surname and email; • the recipients' name, surname and postal address[1]. <p>[1] Processing on your behalf.</p>
9. Time limit for retaining the data	<p>The submitted personal data will be kept for a maximum period of 3 days, from the 7th of May till the 9th of May 2022, unless explicitly agreed to your contact details being kept in order to receive invitations to future similar events organised by the EESC.</p>
10. Recipients of the data	<p>ESN and Paddle GENT</p>
11. Transfers of personal data to a third country or an international organisation	<p>Your personal data will not be transferred to a non-EU member state and/or international organisation.</p>
12. General description of security measures, where possible	<p>N/A</p>
13. Privacy statement	<p>Europe day 2022 postcard</p>

Part 2
Compliance check and risk screening

1.a) Legal basis and reason for processing	<p style="text-align: right;">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 type="checkbox"/> (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)</p> <p style="text-align: right;">processing is necessary for the performance of a contract to which the</p> <p><input type="checkbox"/> (c) data subject is party or in order to take steps at the request of the data subject prior to entering into a contract</p> <p><input checked="" type="checkbox"/> (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes</p> <p><input type="checkbox"/> (e) necessary in order to protect the vital interests of the data subject or of another natural person</p> <p>[Tick (at least) one of the boxes]</p>
1b) Legal basis	The processing of your personal data as described in this privacy statement will be carried out based on your consent (Article 5(1)(d) of Regulation (EU) 2018/1725).
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?	N/A
6. How do you rectify inaccurate information?	You can direct your queries to openday@eesc.europa.eu . The query will be dealt with within 15 working days.
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?	N/A
9 How do you inform data subjects?	Privacy statement provided on event's web page

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

Data subjects have the right to request access to their personal data. They also have the right to request that the data be amended or deleted raise objections or complaints. In order to exercise their rights, data subjects can contact the service responsible openday@eesc.europa.eu.

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