



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data
processing:

Audit and mapping of Human Resources

Created on

20/09/2022

Last update

12/01/2023

Reference number

126

Year

2022

1. Controller:

European Economic and Social Committee

2.a) Service responsible

EESC SG.A.RMP
CoR Director for HR

2b) contact details

coord-HR-mapping@eesc.europa.eu

3. Joint controller

The European Economic and Social Committee and the European Committee of the Regions are responsible (as joint controllers) for the processing of personal data of the staff members of the joint services pursuant to the Joint Controllership Arrangement with regard to the audit of human resources at the EESC-CoR Joint Services of 11 January 2023.

4. DPO: contact details

data.protection@eesc.europa.eu

5. Processor(s) (where
applicable)

The processor has been selected by FWC No BUDG/19/PO/01 and is:
BDO LLP
55 Baker Street London W1U 7EU
UNITED KINGDOM

email: budget3@bdo.co.uk

6. Purpose(s) of the data processing

Audit and mapping of human resources against the workload of activities, in particular legal and administrative obligations for the implementation of the specific contract PF AUDIT/2022/FOR/01, based on Framework contract No BUDG/19/PO/01 "Supply of technical assistance services in the field of audits and controls".

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

All staff (officials and other agents) of the EESC and Joint Services.

8. Description of data categories processed

The personal data are processed by four different processing methods:

- Staff survey using EU Survey (on a voluntary basis)
 - Entity of employment (directorate, unit, service, etc.)
 - Work contract details (duration)
 - Entry into service (at the EESC)
- Gathering of detailed data on workload, activities and ways of working using Excel files (job profiling):
 - Entity of employment (directorate, unit, service, etc.)
 - Category
 - Working time related information
 - Job description and tasks
- Staff focus groups (concerning a representative sub-set of staff from each directorate/entity):
 - Entity of employment (directorate, unit, service, etc.)
 - Category, job title
 - Information from meetings
- Staff interviews (concerning staff with management responsibilities):
 - Name, gender, age
 - Entity of employment (directorate, unit, service, etc.)
 - Category, job title
 - Work contract details (type, duration, entry into service, etc)
 - Working time related information
 - Job description and tasks

- Information from meetings
- Career related information

9. Time limit for retaining the data

The processor shall only keep personal data for as long as necessary for the purposes for which they were collected.

You can also find the privacy statement of the processor at the following address: <https://www.bdo.co.uk/en-gb/privacy-statement/individuals-connected-to-our-clients>

10. Recipients of the data

Only the processor is the recipient of the personal data, who will provide an anonymous report and recommendations to the competent management of the EESC, which, insofar as finding and recommendations concern the joint services, will forward this information to the competent management of the CoR.

The processor is:

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

Yes, to the United Kingdom. The European Commission, by its implementing decision 2021/1772 of 28 June 2021, recognised the United Kingdom under the GDPR and the LED, as providing an adequate level of data protection.

12. General description of security measures, where possible

A restricted Sharepoint site has been set up to store documents containing the data with restricted access to EESC Directors, contact points, the RMP sector and the audit team at BDO LLP. Within the Sharepoint site an even more restricted folder has been set up for temporary storage of sensitive data.

Where it is possible, BDO PLL is liaising with the staff member directly to gather information or arrange meetings.

13. Privacy statement

[Audit and monitoring Human Resources](#)