



European Economic  
and Social Committee

### Record of processing activity Part 1

Name of the data  
processing:

Organisation of the Journalists seminar

Created on

27/10/2022

Last update

Reference number

128

Year

2022

1. Controller:

European Economic and Social Committee

2.a) Service responsible

D1 PRE

2b) contact details

Press unit Directorate D - Communication and Interinstitutional Relations  
European Economic and Social Committee  
Rue Belliardstraat 99, 1040 Bruxelles  
Email: [press@eesc.europa.eu](mailto:press@eesc.europa.eu)

3. Joint controller

No

4. DPO: contact details

[data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)

5. Processor(s) (where  
applicable)

ICF Next  
17 Avenue Marnix  
1000 Brussels, Belgium  
T + 32 2 275 01 00

6. Purpose(s) of the data  
processing

personal data indicated on the registration form will be processed in order  
to:

- facilitate your registration and participation to the seminar, including booking your travel arrangements and accommodation
- receive notifications and information about the event
- provide access to the venue

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

Journalists

8. Description of data categories processed

Data necessary for the registration to the event and collected for communication purposes: First Name, Last Name, Email, Phone number, Location, Title of the media, Job Title.

Data for accreditation/access to the venue: First Name, Last Name, Identification card number.

Data collected for travel arrangements and accommodation: First Name, Last Name, Location, Gender, Identification card number.

Photograph (with the consent only) may be used in EESC publications and/or published on the intranet, website and relevant social networks, accompanied by text, name, quotes, photos and/or video recordings of the event. Slight editing might also take place (e.g. brightness and/or contrast adjustment). Video recordings (with your consent only) will be used partially for promotional and journalistic purposes afterwards.

9. Time limit for retaining the data

Data will be retained only for the time needed to fulfil the intended objectives and for a maximum period of 12 months.

Data relating to financial transactions are retained for a period of 5 years following the discharge of the financial exercise. The discharge of the financial exercise generally takes place 2 years after the financial year, meaning a total of 7 years for holding the personal data or until the end of a possible audit if it started before the end of the above period.

Data will be automatically removed at the end of the respective period or when no longer needed.

Photographs and videos are kept and may be used for historical purposes for a period of maximum 30 years.

10. Recipients of the data

- Relevant staff of the European Economic and Social Committee (all data collected)
- ICF Next, the contractor assisting in the organisation of the event (all data collected except the photos and video material)

11. Transfers of personal data to a third country or an international organisation	No
12. General description of security measures, where possible	Access to the data is internal and limited.
13. Privacy statement	<a href="#">EESC Seminar for Journalists</a>
<b>Part 2</b> <b>Compliance check and risk screening</b>	
1.a) Legal basis and reason for processing	<p>necessary for the performance of a task carried out in the public interest</p> <p><input checked="" 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><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> <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	
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)?	Not applicable
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 is provided by the participants themselves
6. How do you rectify inaccurate information?	We rectify any incorrect data when needed
7. Are they limited	Yes

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?

Not applicable

9 How do you inform data  
subjects?

When registering (via privacy statement)

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

All registered persons have the right to access their personal data, to rectify any inaccurate or incomplete personal data, to block (under certain conditions) the processing of their personal data, to object to the processing of their data and to request the deletion of their personal data.

All concerned persons can direct your queries to [press@eesc.europa.eu](mailto:press@eesc.europa.eu)

The query will be dealt with within one month of receipt of the request. Considering the volume and complexity of the incoming requests that period may be extended by two further months. In such case, the Press unit shall inform you accordingly in advance.

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