



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data processing:	Selection process of the EESC Youth Delegate to COP28 and COP29
Created on	01/12/2022
Last update	
Reference number	132
Year	2022
1. Controller:	European Economic and Social Committee
2.a) Service responsible	B3 NAT
2b) contact details	nat-events@eesc.europa.eu
3. Joint controller	European Youth Forum; Generation Climate Europe
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	Not applicable
6. Purpose(s) of the data processing	Identifying potential candidates for the selection process and checking that applications comply with the necessary requirements.
7. Description of the categories of persons whose data are processed	Candidates applying for the EESC Youth Delegate to COP selection process (COP 28 and COP29, for the period 2023-2025).
8. Description of data categories processed	<ul style="list-style-type: none">• data identifying the candidate: first name, surname, gender, age, nationality;• contacts details provided by the candidate to be contacted in case of a successful application: phone number, email address, address of residence;

- specific information provided by the candidate to allow the evaluation of the application: availability for the two-year mandate, motivation to apply, expectations, previous experiences.

9. Time limit for retaining the data

The personal data will only be kept for the duration of the selection procedure, after which it will be deleted. The personal data of the shortlisted candidates will be kept for the duration of the two-year mandate.

10. Recipients of the data

Access to the personal data is only provided to authorised staff of the European Economic and Social Committee, the European Youth Forum and Generation Climate Europe.

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

Not applicable.

12. General description of security measures, where possible

Excel sheets containing the data of applicants will be password protected. The password will only be provided to authorised staff of the European Economic and Social Committee, the European Youth Forum and Generation Climate Europe in charge of processing the data.

13. Privacy statement



[Selection process of the EFSC Youth Delegate to COP28 and COP29](#)

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

Article 5(1)(a), Article 5(1)(d) and Recital 22 of [Regulation \(EU\) No 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?	The information processed is provided directly by the applicants via an online application form.
6. How do you rectify inaccurate information?	Applicants can contact us to rectify inaccurate information.
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	Yes. The personal data will only be kept for the duration of the selection procedure, after which it will be deleted. The personal data of the shortlisted candidates will be kept for the duration of the two-year mandate.
8. If you need to store certain information for longer, can you split the storage periods?	Yes. The storage period can be split. The personal data of the shortlisted candidates will be kept for the duration of the two-year mandate whereas the personal data of rejected applicants will be deleted.
9 How do you inform data subjects?	Data subject are informed of data processing activities via the privacy statement available on the online application form. An email will be sent to all applicants notifying them of the status of their application.
10. Access and other rights of persons whose data are processed	<p>Data subjects have the right to request access, rectification or erasure of their personal data. Queries can be directed to nat-events@eesc.europa.eu, as mentioned in the privacy statement.</p> <p>Data subjects also have the right to lodge a complaint to the European Data Protection Supervisor (edps@edps.europa.eu) if they consider that their rights under Regulation EU 2018/1725 have been infringed as a result of the processing of their personal data by the EESC.</p>
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 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