

## Record of processing activity

Exit interview for staff leaving the EESC

### 1. General Information

Name of the data processing:	Exit interview for staff leaving the EESC
Reference number:	E130
Last update:	08/01/2025
Controller:	European Economic and Social Committee
Directorate:	Directorate E
Unit:	E1 FOR
Contact details:	HR-Planning-EESC@eesc.europa.eu
Joint controller (where applicable):	N/A
Joint controllership agreement (where applicable):	N/A
DPO - contact details	<a href="#">EESC Data Protection</a>
Processor(s) (where applicable):	European Commission, DG Informatics (DIGIT)
Data Processing Agreement	N/A

### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>An exit interview aims to collect useful feedback from staff leaving the institution that can help guide future practices and improve the retention of skilled and qualified staff within the institution.</p> <p>It has the following objectives:</p> <ol style="list-style-type: none"> <li>1) Learn about a person's reasons for departure</li> <li>2) Provide insights on the institution, working environment, working culture, management at unit level and directorate level, development perceptions.</li> <li>3) Create a confidential environment for sharing feedback.</li> <li>4) Provide opportunities for the staff member to leave on a positive note</li> </ol>
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Categories of persons whose personal data are processed	Officials and contract agents leaving the institution in order to take up employment elsewhere or retiring, if they agree to participate in the exit interview survey.
Categories of personal data processed	<p>The person in charge of the Planning sector within Unit E1 will be notified about departures from the institution.</p> <p>The following data will be handled in the process. It has to be noted that all collected data are not mandatory, therefore if respondents wish to do not share their information, they can skip the question:</p> <ul style="list-style-type: none"> <li>- Full name</li> <li>- Last date of employment</li> <li>- Age range</li> <li>- Gender</li> <li>- Seniority</li> <li>- Grade category</li> <li>- Directorate of assignment</li> <li>- Unit of departure within the European Economic and Social Committee</li> <li>- Management function</li> <li>- Personal opinion of the leaving staff member.</li> </ul> <p>The aggregated report on the basis of individual replies will be done in such a way that it will not be possible to track back any individual replies to the actual respondent.</p>
Recipients of the personal data	<p>Personal data will only be disclosed to the processor and the delegated processors within E1.</p> <p>As reporting is foreseen solely on aggregated, anonymous data (key statistics, key development areas, key strengths and recommended corrective action) no one else will be recipients of the data disclosed.</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	In line with the policy established for the conduction of exit interviews at the European Economic and Social Committee, reporting is foreseen to be provided on four indicators (key statistics, key strengths, key development areas, recommended corrective actions) once a year to the Secretary

	<p>General as well as to the Director of Directorate E, Human Resources and Finance.</p> <p>Therefore, all personal data will be deleted one year after the reporting has been completed, except data that may serve as evidence in harassment lawsuits and aggregated anonymous data.</p>
General description of security measures, where possible	<p>The tool used to conduct the staff survey is password-protected. For further information, please refer to the privacy statements of 'EU Login' and 'EU Survey' as well as the processing operations 'Identity &amp; Access Management Service (IAMS)' (reference number in the public DPO register: DPR-EC-03187) and 'EUSurvey' (reference number: DPR-EC-01488). Any personal data will be deleted after one year, once the reporting has been completed, and only aggregated anonymous data will be kept. All data are processed solely for the purposes of collecting globalised, aggregate data on the institution as a place of employment and detect reasons for departures. Nobody apart from the controller has access to the individual replies. It will not be possible to track back the replies to the actual respondents, unless the respondent explicitly mention their wish to do so which is one of the answer option of the questionnaire. Participants will be made aware of the above.</p>
Data protection notice:	Data Protection Notice available internally