

Record of processing activity

Reimbursement of travel expenses via the "Phoenix" IT
Application

1. General Information

Name of the data processing:	Reimbursement of travel expenses via the "Phoenix" IT Application
Reference number:	E011
Last update:	19/10/2018
Controller:	European Economic and Social Committee
Directorate:	Directorate A
Unit:	A3 MEM
Contact details:	reimbursements@eesc.europa.eu
Joint controller (where applicable):	n/a
Joint controllership agreement (where applicable):	n/a
DPO - contact details	EESC Data Protection
Processor(s) (where applicable):	The Committee's travel agency - Carlson Wagonlit Travel (CWT)
Data Processing Agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The Committee's travel agency Carlson Wagonlit Travel (CWT) acts as the Committee's subcontractor for booking, issuing and invoicing tickets for travel in connection with Committee meetings in Brussels or elsewhere.</p> <p>Data are processed by the travel agency in accordance with the applicable provisions concerning data protection (privacy statement available on https://www.mycwt.com/legal/global-privacy-policy/).</p>
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	<p>The provisions relating to marketing do not apply to EESC members, delegates, alternates and experts or to their assistants, if any. No marketing communications will be sent to them and the provisions concerning CWT's online tools do not apply to them.</p> <p>Marketing communications that may be of interest to the EESC will be sent by the travel agency to the Services to Members Unit (functional mailbox: reimbursements@eesc.europa.eu).</p> <p>Contact: globalprivacy@carlsonwagonlit.com</p> <p>EESC members are entitled to reimbursement of travel expenses for duly authorised journeys to and from the Committee's places of work. Travel expenses are reimbursed, and travel and subsistence allowances are also provided, to enable members to perform the tasks and duties their office entails.</p> <p>Phoenix is a web application for making out payment orders once Committee members' claims for reimbursement sent to the Services to Members Unit have been examined and processed. It can also be used for the processing and preparation of payment orders for invoices for members' trips issued by the Committee's travel agency, as well as various other payment orders under the rules in force.</p> <p>Payment orders are then sent together in one envelope so they can then be forwarded to ABAC for validation by the authorising officer of the relevant budget item.</p>
Categories of persons whose personal data are processed	<ul style="list-style-type: none"> • EESC members and their alternates • CCMI delegates and their alternates • EESC experts • Assistants to the above-mentioned beneficiaries
Categories of personal data processed	<p>Phoenix comprises various modules:</p> <ul style="list-style-type: none"> - Members module (i.e. members, delegates and experts; information relating to members: names, functions, section/group, country of origin) <p>Clicking on a member's name provides access to all their personal data:</p> <p>Name, gender, date of birth, contact addresses; addresses for financial purposes, telephone number, email addresses, knowledge of languages, offices held,</p>

	<p>bodies on which the member sits and has been appointed, member's alternate; financial details (bank accounts), reimbursement declarations in the member's name in the system, account balance with debits and credits (Finance), journeys relating to Committee meetings and travel agency invoices in the member's name in the system; meetings to which the member is invited (Agenda) and payment means.</p> <ul style="list-style-type: none"> - Meetings module (to see the details of a Committee meeting to which the member has been duly invited) Declaration module (to search/see all declarations by a member; to create declaration details) - Envelope module (to find different payment orders grouped by envelope) - Travel invoice module (to view all the Committee travel agency invoices or additional operations (e.g. credit notes, ticket changes, etc.)) - Documents module (to see the list of available documents) - Miscellaneous payments module (to send miscellaneous payments to ABAC for operations carried out under the current rules) - Reference data module (this provides an overview of the different reference data in force when calculating reimbursements to members).
Recipients of the personal data	<p>Services to Members and Finances and Financial Verification Units</p> <p>The Committee's travel agency processes the data needed in order to issue the tickets requested by beneficiaries and to ensure proper invoicing and payment.</p>
Transfers of personal data to a third country or an international organization	<p>Personal data are not sent to third countries (non-EU Member States) unless a reservation so requires (e.g. travel to a non-EU Member State).</p> <p>In accordance with Carlson Wagonlit Travel's privacy policy, "As a global travel management service provider, [CWT] may transfer your personal data outside of the European Union and European Economic Area. Where we do so to any country not</p>

	<p>deemed a country of adequate protection by European Commissioners, we make sure such transfers are validated via the recognised European Standard Clauses (also known as 'European Model Clauses') so that your rights are safeguarded.</p> <p>Given the international nature of CWT services, international personal data transfers are made throughout CWT, its affiliates, joint ventures and global partner network to support travel-related services such as airline ticket issuance and technical help-desk requests, as well as management of meetings and events.</p> <p>In circumstances where personal data is transferred to, or centrally stored in, countries in which there is not a similar level of protection as in your country, CWT has, where relevant, taken steps to ensure an adequate level of protection of the transferred data by entering into appropriate inter-company data transfer agreements based on the European Standard Contractual Clauses (also known as EU Model Clauses)."</p>
Retention period of the personal data	<p>In keeping with the requirements of Article 48 of the rules of application of the financial rules, "the authorising officer shall set up paper based or electronic systems for the keeping of original supporting documents relating to and subsequent to budget implementation and budget implementation measures. The systems shall provide for: (...)</p> <p>d) such documents to be kept for at least five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate;</p> <p>Documents relating to operations not definitively closed shall be kept for longer than provided for in point (d) of the first paragraph, that is to say, until the end of the year following that in which the operations are closed.</p> <p>Personal data contained in supporting documents shall be deleted where possible when those data are not necessary for budgetary discharge, control and audit purposes.</p>

General description of security measures, where possible	Access to the Phoenix application is secured by a user name and password that must be entered when opening the application. The user name and password are stored in AD (Active Directory) and so are the same as the Windows identification data. Users may have three different profiles within the application (initiating agent, verifier and read-only access). Rights are allocated by the service that deals with ABAC rights.
Data protection notice:	Data Protection Notice available internally