

Record of processing activity

Issuance of EU laissez-passer for EESC members and staff

1. General Information

Name of the data processing:	Issuance of EU laissez-passer for EESC members and staff
Reference number:	E012
Last update:	01/12/2020
Controller:	European Economic and Social Committee
Directorate:	Directorate A
Unit:	A3 MEM
Contact details:	Directorate A – Statutory Bodies and Members' Working Conditions Unit A3 MEM - Members' Statute Sector Rue Belliard/Belliardstraat 99-101, 1040 Brussels
Joint controller (where applicable):	N/A
Joint controllership agreement (where applicable):	N/A
DPO - contact details	EESC Data Protection
Processor(s) (where applicable):	N/A
Data Processing Agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The purpose of the data processing is to allow the issuance of EU laissez-passer that would comply with international recommendations and European legislation, i. e. Council Regulation 1417/2013. The data is processed according to the service level agreement on the issuance process of the laissez-passer concluded between the European Commission, acting as the central service, and other EU institutions and bodies.
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Categories of persons whose personal data are processed	<p>- EESC members</p> <p>- EESC officials and other servants (directors, heads of unit, officials and other servants in grade AD12 to AD16 and other officials and servants for whom this is required in the interest of the service) in accordance with Article 23 of the Staff Regulations of Officials and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union.</p>
Categories of personal data processed	<p>- Status in the EESC (member or staff)</p> <p>- Biographical and personal data: surname, name, nationality, date of birth, gender, place of birth and signature</p>
Recipients of the personal data	<p>Directorate A – Statutory Bodies and Members' Working Conditions</p> <p>EU Laissez-Passer Central Service - Brussels, PMO.2, European Commission, Rue Breydel 25, B-1049 Brussels</p>
Transfers of personal data to a third country or an international organization	N/A
Retention period of the personal data	The retention period is limited to the duration of validity of the issued laissez-passer (maximum 6 years). Personal and biographical data, if not kept under other processes, are deleted upon expiration of the validity period of the laissez-passer running as from the date of its issuance.
General description of security measures, where possible	The digitalised copies of the application forms are stored electronically. Access to the computer system is protected by a password and authorised to relevant staff members of the Registry only. Scanned application forms are transferred to the EU Laissez-Passer Central Service via an encrypted mailbox. Access to this mailbox is authorised to relevant staff members of the Registry unit only. All communication regarding individual application forms and all reports on the laissez-passer issued and delivered by the EU Laissez-Passer Central Service is carried out via the above-mentioned encrypted mailbox.
Data protection notice:	Data Protection Notice available internally