

Record of processing activity

News for EESC members

1. General Information

Name of the data processing:	News for EESC members
Reference number:	E019
Last update:	19/11/2018
Controller:	European Economic and Social Committee
Directorate:	Directorate A
Unit:	A3 MEM
Contact details:	Directorate A – Statutory Bodies and Members' Working Conditions, MEM Unit (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	Data are processed for the purpose of informing EESC members about the upcoming events, new rules and other urgent and important matters.
Categories of persons whose personal data are processed	EESC members, alternate members and CCMI delegates.
Categories of personal data processed	Email addresses and language preferences
Recipients of the personal data	A restricted number of staff in the MEM Unit (Members' Statute Sector).

Transfers of personal data to a third country or an international organization	N/A
Retention period of the personal data	The data is stored until the end of the term of office of the data subject.
General description of security measures, where possible	Data is stored in Dynamics, an internal database, accessible to a restricted number of people.
Data protection notice:	Data Protection Notice available internally