

Record of processing activity

Activities of the Association of the Former Members

1. General Information

Name of the data processing:	Activities of the Association of the Former Members
Reference number:	E021
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 - 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	<p>The data collected are necessary for organising and managing the events of the Association of Former Members (AFM).</p> <p>A general meeting is convened once a year. The Association may also meet, if convened by the president with the agreement of the Bureau, or at the request of a third of the members. Reimbursement of travel expenses requires certain personal and bank details. A dinner outside the Committee is organised for former members and their spouses.</p> <p>Once a year, an annual trip is organised for former</p>
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	<p>members and their spouses. This involves contacting local bodies such as hotels, interpreting agencies and equipment rental companies, various transport companies and restaurants. Participants are required to provide their bank details for the hotel reservation and their personal data when visiting highly sensitive and secure places.</p> <p>Some surveys or polls containing questions of a professional or private nature may be sent.</p>
Categories of persons whose personal data are processed	Members or officials who have joined the Association of Former Members of the EESC.
Categories of personal data processed	<p>The following data are processed in order to organise the above-mentioned activities: surname, first name, date of birth, place of birth, family situation, any position held in the EESC, profession, e-mail address, private and business address, private and professional landline and mobile phone, fax, details of certain activities for the purpose of conducting surveys, bank account number(s) for making reimbursements or certain reservations connected with the activities of the Association, car registration plates, photos and videos taken during events.</p>
Recipients of the personal data	The MEM Unit
Transfers of personal data to a third country or an international organization	No, data are not transferred to non-EU Member States or international organisations, unless this would be necessary in order to organise an activity such as an annual trip to a non-EU Member State or to visit an international organisation.
Retention period of the personal data	<p>The data is stored for as long as the person is a member of the Association (in accordance with Article 4 of the Constitution of the Association of Former Members).</p> <p>In keeping with the requirements of Article 48 of the rules of application (RAP) of the Financial Regulation, such documents are to be kept for at least five years from the date on which the European Parliament grants the 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</p>

	<p>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 is strictly limited to the staff of the MEM unit (Members' Statute Sector).
Data protection notice:	Data Protection Notice available internally