# Record of processing activity

VIP Events, Cultural Events and Visits of the EESC

## 1. General Information

<table>
<thead>
<tr>
<th>Name of the data processing:</th>
<th>VIP Events, Cultural Events and Visits of the EESC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference number:</td>
<td>E023</td>
</tr>
<tr>
<td>Last update:</td>
<td>26/11/2018</td>
</tr>
<tr>
<td>Controller:</td>
<td>European Economic and Social Committee</td>
</tr>
<tr>
<td>Directorate:</td>
<td>Directorate D</td>
</tr>
<tr>
<td>Unit:</td>
<td>D2 VIP</td>
</tr>
</tbody>
</table>
| Contact details:            | Head of the Visits and Publications Unit  
Directorate D – Communication and Interinsitutional  
Relations European Economic and Social committee  
Rue Belliardstraat 99, 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 necessary for the organisation and management of the event  
data collected for accreditation purposes  
data collected for communication and publicity purposes  
data collected for financial purposes |
|--------------------------------------------|------------------------------------------------------------------|

| Categories of persons whose personal data are processed | Cultural Events:  
- General public registered via the online form on the EESC website  
- European institutions' staff, in particular EESC staff |
- Governmental organisation and institution representatives / staff
- Members of the EESC, CoR and EP
- Registered participants of events organised by the EESC

Your Europe, Your say! event:
- Pupils aged between 16 and 18 years old from schools from all EU Member States and from the EU candidate countries. The enrolment is done by the schools themselves. They register their school as well as the accompanying teacher. Once a school is selected, it is up to it to choose and register the 3 pupils coming to Brussels.

Open Days:
- General public

Visits of the EESC
- General public.

The Visits and Publications Unit collects and uses personal information in order to organize visits to the European Economic and Social Committee in Brussels. Personal data is processed for granting access to the EESC building in Brussels and to inform speakers of the composition of the groups and of the number of participants.

The EESC receives its visitors only in groups. Ahead of the visit, the group leader electronically submits the personal data (name, surname, country, e-mail addresses and ID card or passport number) of each group member into the EESC integrated IT system from where the data for the whole group are submitted to the EESC visits' organizer.

Based on their prior consent, pictures and videos of visitors may be taken during the visit and may be used for the purpose of promoting the EESC activities internally (e.g. PowerPoint, activity reports, publications) and externally (e.g. Social media, website).

On a voluntary basis, the visitors are invited, by scanning a QR code or through a document distributed during on-site visits, to enter their data (name, surname, country, e-mail addresses and organization) in order to receive information from the
| **Categories of personal data processed** | **Dynamics Data**  
Data are organised in two sections:  
- "legal entities" or Organisation,  
- "private persons" or Contacts.  
Dynamics also logs information whether the data subjects received the emails or opened them, and if any links in the email were clicked. This is done to allow the EESC to collect statistical data on related email campaigns. For more info you can refer to the Dynamics privacy statement.  

**ORGANISATION OR COMPANY:**  
- Organisation Name  
- Country Represented  
- Email Address  
- Website  
- Phone Number  
- Street, Number, P.O. Box  
- Postal Code  
- City, Town, Area  
- Country  
- Key contacts from the organisation  
- Nature of organisation  

**CONTACTS:**  
- Last Name  
- First name  
- Gender  
- Organisation  
- Country Represented  
- Job Title  
- Email Address  
- Phone Number  
- Mobile phone |
- Fax Number
- Street, Number, P.O. Box
- Postal Code
- City, Town, Area
- Country
- Number of ID card or passport, if accreditation is needed
- Date of birth
- Nationality

Recordings:
- Photos
- Video recordings
- Audio recordings

Accreditation Data:

Collected for accreditation purposes, according to the standards established by the Security service (only for certain types of events: Cultural events, Your Europe, Your Say! Event, visits of the EESC):
- Name
- Surname
- Date of birth
- Nationality
- Number of ID card or passport

For additional information please refer to the accreditation notification (DPO 7/2017) and privacy statement.

Photo Booth data:
- Pictures and email addresses are collected by an external contractor during the event "Open Day" in accordance with the terms of the relevant framework contract.

Data necessary for the organisation and management of the event Your Europe, Your Say!:
- Title, name, surname,
- Profession,
- Postal & e-mail addresses, phone number,
- Name of the school, school's website,
- Name of the school teacher,
- Name of the students participating in the event,
- Health form (allergies, dietary restrictions, disabilities, surname and first name of the person to be contacted in case of emergency, phone, address);
| Recipients of the personal data | Data necessary for the organisation and management of the EESC visits:  
- Title, name, surname,  
- e-mail address  

Live streaming:  
- Recordings are done in accordance with the EESC Decision 206/17A: Rules on the recording of activities undertaken by the European Economic and Social Committee  

| Recipients of the personal data | All EESC staff (officials, temporary agents, contract agents, seconded national experts, trainees) who request and are granted access to Dynamics. See point 18.  

Contractors used in the framework of the event "Your Europe, Your say!" when data have to be analysed for statistical purposes. A data protection contract model used when transferring data to the contractor is enclosed to the notification. The following data will be transferred by the controller to the processor: school names that participated in "Your Europe Your Say" (YEYS), schools’ contacts (emails addresses, telephone number), contact person of the school (if existent) – director or teacher. Data should be deleted by the processor as soon as the assessment is over;  

Data will be transferred for evaluation purposes; notably, among others:  
- Analyse geographical distribution of schools that applied for YEYS in every participating country  
- Contact a limited sample of schools for an evaluation survey  

Contractors used in the framework of the event "Your Europe, Your say!" will take some live recordings in order to create a video that will be published on YouTube, social media, EESC intranet and EESC Internet web pages. A data protection contract model used when transferring data to the contractor is enclosed to the notification.  

Contractors used in the framework of the event "Open Day" will take some pictures and will collect some email addresses in order to send the pictures to visitors (Photo Booth). Pictures will be published on
| Transfers of personal data to a third country or an international organization | No transfer is taking place. |
| Retention period of the personal data | **Dynamics**  
Data is deleted by the EESC Dynamics team upon request of data subjects: by email at http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=60 or by choosing to request deletion of their data from the database upon receiving a periodical email from the EESC notifying them that their data are a part of the database.  
Data are also deleted by the EESC Dynamics team after a data subject has decided to unsubscribe from all EESC content by clicking on the unsubscribe link in a received email. For more information please refer to the Dynamics notification and privacy statement.  
Data stored on Visits and Publications' shared drive  
Personal data are kept as long as follow-up or evaluation actions are necessary. All personal data will be deleted from databases 1 year after the event.  
**Cultural events**  
Data collected will be kept for a period of 1 year. Data subjects will have the right to request the deletion of their data.  
**Open Day**  
Data collected in the framework of the event will be kept for a period of 1 year. Data subjects will have the right to request the deletion of their data.  
**Accreditation**  
Data obtained for these purposes are transferred to the Security service and then deleted by the VIP unit. The Security service retains data for one year, according to the accreditation record (009/2018) and privacy statement  
Internet and intranet  
Data published on the Internet and intranet will... |
<table>
<thead>
<tr>
<th>General description of security measures, where possible</th>
<th>The collected personal data are stored on the EESC’s servers. The access to all personal data as well as all information collected in the context of the meeting/event is only granted through UserID/Password to a defined population of users. Contractors used in the framework of the event &quot;Your Europe, Your say!&quot; when data have to be analysed for statistical purposes. A data protection contract model used when transferring data to the contractor is enclosed to the notification. The following data will be transferred by the controller to the processor: school names that participated in &quot;Your Europe Your Say&quot; (YEYS), schools’ contacts (emails addresses, telephone number), contact person of the school (if existent) – director or teacher. Data should be deleted by the processor as soon as the assessment is over; Data will be transferred for evaluation purposes; notably, among others: Analyse geographical distribution of schools that applied for YEYS in every participating country Contact a limited sample of schools for an evaluation survey Contractors used in the framework of the event &quot;Your Europe, Your say!&quot; will take some live recordings in order to create a video that will be published on YouTube, social media, EESC intranet and EESC Internet web pages. A data protection contract model used when transferring data to the contractor is enclosed to the notification. Contractors used in the framework of the event &quot;Open Day&quot; will take some pictures and will collect some email addresses in order to send the pictures to visitors (Photo Booth). Pictures will be published on the intranet and EESC Internet web pages. Processors will have to respect the clauses of the contract.</th>
</tr>
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<tbody>
<tr>
<td>Data protection notice:</td>
<td>Data Protection Notice available in the event’s page</td>
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