

## Record of processing activity

ADONIS (Administration of Documents Normalised Information  
System)

### 1. General Information

Name of the data processing:	ADONIS (Administration of Documents Normalised Information System)
Reference number:	E026
Last update:	26/04/2019
Controller:	European Economic and Social Committee
Directorate:	Directorate D
Unit:	ICD
Contact details:	Directorate D – Communication and Interinstitutional Relations Unit ICD - Information Centre and Document Management Sector Rue Belliard/Belliardstraat 99-101, 1040 Brussels
Joint controller (where applicable):	N/A
Joint controllership agreement (where applicable):	N/A
DPO - contact details	<a href="#">EESC Data Protection</a>
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	Personal data is processed in order to record the EESC's incoming and outgoing mail. All incoming and outgoing EESC mail, emails, faxes, internal memos and other official documents that could have legal and financial consequences have to be recorded in Adonis. The data is processed in order to make it possible to search for and consult documents recorded in Adonis.
Categories of persons whose personal data are processed	Staff members only.

Categories of personal data processed	<p>Surname, first name, office number, telephone number, email address and log-in for EESC staff.</p> <p>Name, contact persons, town/city and country for external organisations.</p> <p>The sender and recipients of the documents recorded as received and sent by the EESC.</p> <p>Documents received and sent by the EESC in PDF and Word formats.</p>
Recipients of the personal data	All EESC staff have access to Adonis. Certain documents containing confidential information are only accessible to a limited number of people (access rights).
Transfers of personal data to a third country or an international organization	Not applicable.
Retention period of the personal data	The data is retained with no time limit, as of 1 January 2000.
General description of security measures, where possible	Only EESC staff members have access to this computer program from their workstations. Access to Adonis is password protected. Access to certain documents containing confidential information is restricted.
Data protection notice:	Data Protection Notice available internally