

Record of processing activity

Recordings of EESC Bureau meetings

1. General Information

Name of the data processing:	Recordings of EESC Bureau meetings
Reference number:	E028
Last update:	14/03/2019
Controller:	European Economic and Social Committee
Directorate:	Directorate A
Unit:	A1 GRE
Contact details:	Directorate A A1 GRE - Registry and Legislative Planning Unit 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):	Audiovisual Helpdesk (A2. CIP)
Data Processing Agreement	n/a

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	Recordings of EESC Bureau meetings are made for transcription purposes (unless otherwise decided by the Bureau), namely the drafting of minutes by the Secretariat, under the supervision of Bureau members.
Categories of persons whose personal data are processed	EESC Bureau members and staff.
Categories of personal data processed	The following personal data recorded at the EESC Bureau are processed: all sound, visual, audiovisual and live recordings (recordings of webcast meetings in

	<p>part or in whole) carried out by the Committee, irrespective of the medium in which they are stored.</p> <p>When a debate is declared confidential (in camera), it shall not be recorded unless otherwise decided by the Bureau, and in this case recordings shall be for transcription purposes only.</p> <p>The Bureau may decide on a case by case basis whether recordings shall be made public.</p>
Recipients of the personal data	<p>As a rule, Bureau meetings are not public. Therefore the personal data are only accessible to the EESC members, as well as to the staff in charge of the minutes. Access to recordings is governed by EESC Decision No 206/17A.</p> <p>Nonetheless, following EESC Decision No 206/17A, the Bureau may decide on a case-by-case basis whether recordings should be made public.</p>
Transfers of personal data to a third country or an international organization	<p>Personal data will not be transferred to non-EU Member States or international organisations.</p>
Retention period of the personal data	<p>Recordings made for transcription purposes only are destroyed as soon as the relevant minutes are approved and no later than six months after the date of the meeting.</p> <p>The minutes drawn up on the basis of these recordings shall be stored in the Committee's archive and transferred to the Historical Archives of the European Union after a period of thirty years in accordance with the rules.</p> <p>Debates declared confidential (in camera) will not be recorded unless the Bureau decides otherwise. Such recordings shall be destroyed as soon as the relevant minutes are approved and no later than six months after the date of the meeting.</p>
General description of security measures, where possible	<p>The recordings are temporary stored on shared drives to which only a restricted number of staff members have access.</p>
Data protection notice:	<p>Data Protection Notice</p>