

Record of processing activity

Archives

1. General Information

Name of the data processing:	Archives
Reference number:	E035
Last update:	23/04/2020
Controller:	European Economic and Social Committee
Directorate:	Directorate D
Unit:	ICD
Contact details:	Directorate D The Information Centre and Document Management sector (SG.D._ICD), 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):	- Microfilm-Technik, Dendermondsesteenweg 151/4, B-2830 Willebroek (http://www.mtprintfactory.be) - Historical Archives of the European Union, European University Institute, Villa Salviati, Via Bolognese, 156, 50139 Florence, Italy (www.eui.eu)
Data Processing Agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The EESC Archives store and preserve files and documents in paper, digital and microfilm form related to the EESC's activities and decisions. Standard rules ensure that the EESC is always able to make this documentation available on request.
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Categories of persons whose personal data are processed	EESC staff, EESC members, UE institutions representatives, external experts External persons requesting access to documents.
Categories of personal data processed	<p>1. Personal data contained in the EESC archived documents: Name, function, institution – for EESC staff, EESC members, UE institutions representatives and external experts</p> <p>2. Personal data related to requests for access to archived documents: Name and contact details of external persons requesting access to documents.</p>
Recipients of the personal data	The personal data are accessible to a limited number of EESC Archives staff, working in ICD sector.
Transfers of personal data to a third country or an international organization	The personal data will not be transferred to non-EU Member States or international organisations.
Retention period of the personal data	<p>Personal data contained in the EESC documents are stored in the Committee's archive, for a duration that is indicated in the Retention list for files. Files selected for preservation are transferred to the Historical Archives of the European Union after a period of thirty years from their creation, in accordance with the rules in force.</p> <p>Personal data related to requests for access to archived documents are kept for three years, only for administrative purposes and not disclosed.</p>
General description of security measures, where possible	The data are securely stored in locked file storage devices and storerooms, as part of EESC archives.
Data protection notice:	Data Protection Notice available internally