# Record of processing activity

Relations with national economic and social councils

## 1. General Information

<table>
<thead>
<tr>
<th>Name of the data processing:</th>
<th>Relations with national economic and social councils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference number:</td>
<td>E058</td>
</tr>
<tr>
<td>Last update:</td>
<td>04/08/2020</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>D5 CSS</td>
</tr>
<tr>
<td>Contact details:</td>
<td>Directorate D</td>
</tr>
<tr>
<td></td>
<td>Unit CSS – Relations with National Economic and</td>
</tr>
<tr>
<td></td>
<td>Social Councils and Civil Society</td>
</tr>
<tr>
<td></td>
<td>Rue Belliard/Belliardstraat 99</td>
</tr>
</tbody>
</table>
| Joint controller (where applicable): | N/A }

**Joint controllership agreement (where applicable):** N/A

**DPO - contact details:** **EESC Data Protection**

**Processor(s) (where applicable):** Where an external contractor is chosen to take pictures or make a video recording on one of the meetings for the EESC website, social media accounts and/or YouTube channel, contractors are bound by a contract model signed with the EESC, including all data protection rules.

**Data Processing Agreement:** N/A

## 2. Purpose and description of the personal data processing

<table>
<thead>
<tr>
<th>Purpose(s) of the personal data processing</th>
<th>Concise description of the purpose of the data processing (what you intend to achieve)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management and organisation of relations</td>
<td>Management and organisation of relations with national Economic and Social Councils (nESCs), including annual meetings of presidents and</td>
</tr>
</tbody>
</table>
| Categories of persons whose personal data are processed | Annual meetings in the framework of relations with national Economic and Social Councils:  
• EESC members and staff;  
• secretaries-general and presidents of the national Economic and Social Councils and/or their representatives;  
• members and staff of the national Economic and Social Councils.  
• Representatives of national governments and institutions  
• Representatives of EU institutions (for instance Commissioners)  
For events with registration via a registration form and where recordings (photos, video, audio, livestreaming) of participants take place, the participants' consent for recordings shall be collected via the Dynamics registration form specific to the event. Additionally, where on-the-spot registration takes place, a written form will include a special clause to request the consent of non-registered participants, as well as information posters (model enclosed to this notification) shall be placed in visible places in the conference rooms. |
| Categories of personal data processed | Dynamics Data  
Data are organised in two sections:  
• "legal entities" or Organisation,  
• "private persons" or Contacts.  
Dynamics is a system allowing to send emails and to create statistics such as whether the emails were delivered / opened /deleted without reading and if any links in the email were clicked. This is done to allow the EESC to collect statistical data on related email campaigns. Subscription lists are used and the Dynamics privacy statement is included.  
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

Registrations by email (registration forms) for the meetings managed jointly by EESC and a national council
• Surname and name
• Position
• Organisation
• Address
• Email
• Participation in lunch and/or cultural events
• Arrival/Departure details

Recordings
• Photos
• Video recordings
• Audio recordings
• Minutes with quotes and/or speech summaries and/or presentations

Accreditation Data

Collected for accreditation purposes, according to the internal rules established by the Security service (for all the events with external partners without EU institution badge):
• Name,
• Surname,
• Country of residence,
• Nationality,
• Number of ID card or passport,
• Car number (where relevant).

For additional information please refer to the
**accreditation privacy statement.**

**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 and the live streaming is always requested via the official EESC procedure.

| 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 and to the share drive of the CSS Unit. Access to view, encode, modify and delete the data is granted exclusively upon completing a full cycle of training in the use of the database. In case of meetings managed jointly by the EESC and a national council, the registration data are known to the coordinators in the EESC and in the economic and social council of the country in which the meeting is organised. The CSS Unit keeps an up-to-date list of contacts of all representatives of the national councils with which the EESC has relations. The recipients may choose, by giving a clear consent, whether to provide a functional mailbox of their organisation and/or their professional or private emails. This list may be used for various communication purposes from the EESC and may be shared with other national councils exclusively upon explicit consent of all its members. |
| Transfers of personal data to a third country or an international organization | No transfer of data is taking place. |
| Retention period of the personal data | Dynamics:
Your personal data will be kept only for the period necessary for the organisation and management of the relations and meetings, unless you have agreed to receive further emails from the EESC (for example, invitations to future events or newsletters). You can always unsubscribe from receiving emails from the EESC via the unsubscribe link or via the contact form (http://www.eesc.europa.eu/?i=portal.en.general-contact-form&d=60). Data stored on CSS Unit shared drive: |
<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: in case of Dynamics – to Dynamics users only, in case of Unit's share drive – to members of the CSS Unit only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data protection notice:</td>
<td>Data Protection available internally</td>
</tr>
</tbody>
</table>