

## Record of processing activity

Language courses for spouses and registered partners

### 1. General Information

Name of the data processing:	Language courses for spouses and registered partners
Reference number:	E090
Last update:	28/06/2022
Controller:	European Economic and Social Committee
Directorate:	Directorate E
Unit:	E3 STA
Contact details:	Directorate E – Human Resources and Finance Unit E3 STA – Staff Support 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	With a view to better social and professional integration in Belgium of the spouse or partner of a member of staff, the Economic and Social Committee offers a financial contribution for a language course.
Categories of persons whose personal data are processed	Spouses and registered partners of officials and other agents in the European civil service.
Categories of personal data processed	For officials/other staff: surname and first name, personnel number, staff category, date of recruitment, date of arrival in BE, duration of contract.  For the spouse: Surname and first name, date of

	arrival in BE, language, level, name of the course, educational institution, dates and venue, registration fees, first contribution according to Decision No 149/22 A, date of contribution, proof of payment, certificate of success.
Recipients of the personal data	STA unit, Staff Support sector
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	5 years (in accordance with Article 75 of the Financial Regulation, financial data shall be kept for at least five years from the date of the European Parliament discharge for the financial year to which these documents relate).
General description of security measures, where possible	Data saved on a local hard disk accessible only to concerned colleagues.
Data protection notice:	Data Protection Notice available internally