

## Record of processing activity

Circular Economy Stakeholder Conference

### 1. General Information

Name of the data processing:	Circular Economy Stakeholder Conference
Reference number:	E105
Last update:	06/01/2023
Controller:	European Economic and Social Committee
Directorate:	Directorate B
Unit:	B3 NAT
Contact details:	Unit B3 NAT (Agriculture, Rural development and the Environment) - Directorate B 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):	meetyoo conferencing GmbH
Data Processing Agreement	N/A

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

Purpose(s) of the personal data processing	<p>The purpose of the processing of personal data performed in the context of the conference is the management/organisation of the meeting, including management of:</p> <ul style="list-style-type: none"> <li>- lists for contacts, invitations, participants, distribution of reports, follow-up meetings and actions, news, publications;</li> <li>- photographs/pictures, presentations, live webstreaming and/or audio and video recording of speakers and participants;</li> <li>- publication on the internet/intranet;</li> </ul>
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	<p>personal data will not be further processed for a different purpose.</p> <p>The Commission and EESC will not use your personal data to make automated decisions about you or in order to profile you. "Automated decisions" are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.</p> <p>The Commission and the EESC are not responsible for recordings (photographs/pictures, presentations, live webstreaming and/or audio and video recording of speakers and participants) made by participants in a private capacity.</p>
Categories of persons whose personal data are processed	Participants and speakers of the joint event.
Categories of personal data processed	<p>The personal data collected and further processed are:</p> <ul style="list-style-type: none"> <li>- data necessary for the organisation and management of the conference, such as name/surname/organisation name/job title/ e-mail address/country;</li> <li>- photographs/pictures, presentations, live webstreaming and/or audio and video recording of speakers and participants (these could be published in the context of the - conference and in the framework of subsequent Commission and EESC initiatives);</li> <li>- The conference will be held via Webex, Interactio, Zoom, Teams meetings and MeetYoo in audio-conference. The provision of personal data is mandatory (Organiser/participant) to meet a technical requirement. If you do not provide your personal data (User/participant identifier), possible consequences might be that the system cannot identify the conference participant and therefore its participation is doubtful.</li> </ul> <p>The Data Controller uses your personal information provided during the registration of Webex, Interactio, Zoom, Teams meetings and MeetYoo only for the organisation, preparation, management and follow-up of the meeting.</p>

Recipients of the personal data	<p>Access to your personal data is provided to the Commission and EESC staff responsible for carrying out this processing operation and to other authorised Commission staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. Where necessary, we may also share your information with service providers for the purposes of organising the event: MeetYoo</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.</p> <p>For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing:</p> <ul style="list-style-type: none"> <li>• All personal data related to the organisation and management of the event (this includes the information given during the registration, before, during or after the event) will be deleted one year after the last action in relation to the event.</li> <li>• Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the event, but no later than within 1 month after the end of the event.</li> <li>• As regards the Commission, recordings from the web-streamed event will be kept for 2 years before being deleted. As regards the EESC, the EESC Decision No 206/17 A shall apply to the recordings of the web-streamed event. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).</li> <li>• In case of audio-visual recording of the event, as regards the Commission, the recordings will be kept for 3 months after the event before being deleted. As regards the EESC, the EESC Decision No 206/17 A shall apply. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).</li> <li>• As regards the Commission, personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is</li> </ul>

	<p>kept for 6 months after the termination of the link between the data subject and the Commission. More information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)). As regards the EESC, the record of processing activities 9/2018 applies.</p> <ul style="list-style-type: none"> <li>• As regards the EESC, personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing 76/2020.</li> </ul> <p>Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention</p>
General description of security measures, where possible	<p>All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the Commission. All processing operations are carried out pursuant to Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the Commission and pursuant to Decision 223/19 A EESC / 178/2019 CoR on the information security policy of the EESC and the CoR. In order to protect your personal data, the Commission and EESC has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.</p>
Data protection notice:	Data Protection Notice available internally