

1. General Information

Reference number	J025
Last update:	28/09/2023
Joint controllers:	EESC and CoR
Joint controllership arrangement	EESC-CoR JCA
Directorate/unit:	Directorate D
Contact details:	EESC Information Centre, Information Centre and Document Management Sector (ICD), Directorate D – Communication and Interinstitutional Relations CoR Documentation Centre, Directorate A, unit A1 Services to members, documentation Rue Belliard, 99-101, 1040 Brussels
DPO - contact details	EESC Data Protection ; data.protection@cor.europa.eu
Processor(s)	Provider of the ALMA database: Ex Libris (Germany) Official legal form: GmbH Registration number: HRB63644 (Hamburg) Gasstrasse 18, Haus 2 22761 Hamburg GERMANY
Data Processing Agreement	n/a

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	Personal data are used to provide access to the services offered by the Information/Documentation Centre: book loans, access to electronic content, book renewals and reminders, book borrowing via the inter-library loan system, responses to various document research requests.
Categories of persons whose personal data are processed	The personal data relate to EESC and CoR staff and members.
Categories of personal data processed	We collect the following personal information: surname, first name, email address, material borrowed or consulted. On an optional basis (based on consent) the Centre may collect office and telephone numbers (professional or personal).
Recipients of the personal data	Only authorised staff: EESC Information Centre staff, CoR Documentation Centre staff and the contractor Ex Libris, producer of the ALMA database.
Transfers of personal data to a third country or an international organization	We do not intend to transfer any data to third countries or international organisations.
Retention period of the personal data	Staff members' data will be retained throughout their career at the EESC/CoR, and those of Committee members during their term of office, plus an additional 24 months for statistical purposes.
General description of security measures, where possible	Access to the ALMA database is secured by a username and password (authorised staff and administrators: only EESC Information Centre staff and CoR Documentation Centre staff).
Data Protection Notice	Data Protection Notice available internally