



European Committee
of the Regions

Data Protection Notice: External meetings of the Bureau, of the Conference of Presidents and linked external activities

1. Introduction

The European Committee of the Regions (CoR) is committed to respecting and protecting your personal data in accordance with [Regulation \(EU\) 2018/1725 \(EUDPR\)](#).

The CoR Bureau meeting takes place twice a year in the Member State which holds the Presidency of the Council of the European Union. These external meetings focus on discussing specific topics in the presence of experts and other guests. These debates are considered as a conference supporting the political work of the CoR. The Bureau meetings are preceded by the meeting of the Conference of Presidents and a number of additional external activities may also take place, such as a study visit, political welcome, official dinner, etc.]

Your personal data may be collected and processed for the organisation of and the communication on the external meetings and linked activities.

2. Who is responsible for the processing of your personal data?

The external meetings and linked activities are organised by the CoR and the inviting national delegation and/or its representatives (e.g. the Ministry in charge of the Presidency events, other local hosts and authorities, regional offices etc.), who are the joint data controllers in charge of the processing of your personal data.

The CoR is in charge of organising the meetings of the Bureau and of the Conference of Presidents and coordinating in general the days of the external activities, including the accreditation of participants.

The national delegation and/or its representatives are in charge of organising the main linked activities and are the hosts of the CoR's external meetings, including the accreditation of participants.

The services responsible for processing your personal data on behalf of the CoR are the Unit Bureau, plenary and central meeting service (greffe@cor.europa.eu); except for audio-visual recordings, such as videos, TV footage, web-streaming, photos, etc. for which the responsible is the Directorate for Communication (dir-D-contact-point@cor.europa.eu) and for filing the audio-visual information, the responsible service is the Documentation center (transparency@cor.europa.eu). In case audio-visual recordings are made and published by the inviting national delegation and/or its representatives, the contact data of the responsible services will be included in the practical information document shared with participants.

3. What is the purpose of the processing?

Your personal data will be processed in order to:

- register you for the external meetings and linked activities. The registration process depends on the nature of the meetings and the responsibility divided between the joint controllers (as mentioned above point 2). However, in exceptional cases and on mutual agreement of both joint controllers, the CoR may be responsible for the registration process of the external meetings and linked activities, which normally fall under the inviting national delegation competence. In this case, the CoR may use for registration of participants the EU Survey's platform and share the participant's data with the Presidency and the designated delegation accreditation officers, so they can proceed with and complete the registration.
- provide access to the venues, the meetings and the activities
- fulfil the communication objectives linked to the external meetings and activities (with your consent only)
- storing of audio-visual data for the memory of the institution; and opening of those data to the public
- transcribing the external meetings
- send you invitations to future events the CoR may organise (with your consent only)

The CoR and the inviting national delegation or its representatives are not responsible for recordings (such as photographs or videos) made by participants in a private capacity.

4. What is the legal basis for the processing?

The legal basis for the processing of your personal data collected for the organisation and management of the external meetings and linked activities by the CoR is Article 5(1)(a) of [Regulation \(EU\) 2018/1725](#), as the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in a Union institution or body.

Additionally, [Regulation \(EU\) 2016/679 \(General Data Protection Regulation\)](#) applies to the processing of your personal data collected for the organisation and management of the external meetings and linked activities by the inviting national delegation or its representatives. The legal basis for the processing of your personal data is [Article 6(1)(e) of Regulation (EU) 2016/679].

The processing of certain categories of your personal data as described in this data protection notice (DPN) will be carried out based on your consent (Article 5(1)(d) of [Regulation \(EU\) 2018/1725](#)) in the case of the CoR and Article 6(1)(a) of Regulation (EU) 2016/679] of [Regulation \(EU\) 2016/679](#) in the case of the inviting national delegation or its representatives.

5. What personal data are processed?

The following personal data will be processed:

- information necessary for your registration: title, first name, last name, country, e-mail, phone number, name of organisation;
- information necessary for access to the conference venue: first name, last name, date of birth, nationality and ID card / passport number;

- information necessary for the smooth organisation of the external meetings and activities: date and time of arrival and of departure, means of transport to reach the meeting venue, accommodation during the external meetings and activities, food allergies;
- photos, audio and video recordings and web streaming related to the external meetings and activities;

Invited guests and observers to statutory meetings, as well as all participants to non-statutory meetings need to provide their consent via registration form in EU survey, or via an email correspondence upon receiving an invitation (e.g. for invited guest speakers), depending on each case.

If you have expressed the wish not to appear in pictures and/or videos, we would therefore ask you to get a "NO PHOTO" badge from the organisers on the day of the event and to wear that badge during the whole duration of the event.

Please remember that without the NO PHOTO badge, the photographer will not be aware of your wish not to have your photos taken and/or not to appear in videos and therefore your image might appear in the pictures and/or videos of the external meetings and activities.

6. Who are the recipients or categories of recipients of your personal data?

The recipients of your data will be the staff of the CoR and the national delegation and/or its representatives in charge of the organisation, management and follow-up of this event.

The recipients of your data will also include the Ministry of the Presidency country if it is in charge of the accreditation of participants or of organizing, managing and following up any other aspects of this event.

Under certain conditions defined in law, we may disclose your information to third parties (such as the European Anti-Fraud Office, the Court of Auditors or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.

We will never share your personal data for direct marketing purposes.

Photographs and/or audio and video recordings will be published in the context of the external meeting and activities and in the framework of CoR activities on the web, including via social media. If need be, the files containing the video materials may be slightly altered (for example, brightness and contrast) so that they can be used for the purposes for which they were taken.

We use social media to provide information about and promote the external meetings and activities through widely-used channels: Facebook, Twitter, LinkedIn, Instagram and YouTube. The use of social media does not in any way imply endorsement of their privacy policies. In the event that one or more social media are unavailable, we accept no responsibility for lack of service due to their downtime. We recommend that users read the [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#) and [YouTube](#) privacy policies.

Each company explains its policy of data collection and processing, its use of data, user rights and the ways in which users can protect their privacy when using these services.

7. Are your personal data transferred to a third country (non-EU Member State) or international organisation?

No, your personal data will not be transferred to a non-EU member state and/or international organisation.

8. How can you exercise your rights?

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to request the deletion of your personal data (if processed unlawfully) and, where applicable, the right to data portability. You have the right to object to the processing of your data on grounds relating to your particular situation, at any time]. You also have the right to withdraw your consent at any time. Please note that withdrawal of consent will not have retroactive effect].

You can direct your queries to greffe@cor.europa.eu; dir-D-contact-point@cor.europa.eu; and/or transparence@cor.europa.eu. Your query will be dealt without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary.

You have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under the EUDPR have been infringed as a result of the processing of your personal data by the CoR.

You have the right to lodge a complaint with the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the CoR. If you consider that your rights under Regulation (EU) 2016/679 have been infringed as a result of the processing of your personal data by the CoR, you can lodge a complaint with the national data protection authority of the inviting national delegation.

9. How long are your personal data kept for?

Your data (excluding photos, audio and video recordings that have been published and personal data provided for accreditation purposes) will be kept for a maximum period of 12 months after the end of the event, unless you explicitly agree to your contact details being kept in order to receive invitations to future similar events organised by the CoR.

The audio-recordings made for transcription purposes will be destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting. The audio-recordings made for communication and publicity purposes are part of the historical archives and will be opened to the public after a period of 30 years starting from the date of the creation of the recording. The web

streaming will be kept maximum 5 years. The audio-recordings and audio-visual recordings (video, TV footage, photo etc.) are part of the historical archives and will be opened to the public after a period of 30 years. Your photos, audio and video recordings that have been published (for example on the web or in publications) will remain in that format indefinitely.

If you wish to delete these data at any time after you have given your consent, please contact us at greffe@cor.europa.eu and we will do so within one month upon receipt of your request or after the latest correspondence with you about your request.

10. Are personal data collected used for automated decision-making, including profiling?

The CoR will not use your personal data to make automated decisions about 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 be assessed by a person.

11. Will your personal data be further processed for a purpose other than that for which the data were obtained?

No, your personal data will not be further processed for a different purpose than the ones mentioned above.

12. Who can you contact if you have queries or complaints?

If you have any further questions about the processing of your personal data, please contact the relevant service in charge of the processing of your personal data: Unit Bureau, plenary and central meeting service (greffe@cor.europa.eu), the Directorate for Communication (dir-D-contact-point@cor.europa.eu) or the Documentation center (transparence@cor.europa.eu).

You may also contact the Data Protection Officer of the CoR (data.protection@cor.europa.eu) and/or the [European Data Protection Supervisor](mailto:edps@edps.europa.eu) (edps@edps.europa.eu) at any time concerning the processing of your personal data by the CoR. Concerning the processing of your personal data by concerned the inviting national delegation and/or its representatives, you may contact the DPO of the CoR (data.protection@cor.europa.eu) and/or the relevant national data protection authority.