



European Committee
of the Regions

DATA PROTECTION NOTICE

Statutory meetings: the Plenary Session, the Bureau and the Conference of Presidents

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 \(EUDPR\)](#).

Your personal data may be collected and processed for the following statutory meetings of the CoR:

- Plenary Session,
- Bureau¹,
- Conference of Presidents.

The Plenary Sessions are open to the public; the Bureau meetings are attended by the members of the Bureau and observers; the Conference of Presidents meetings are attended by the President, first Vice-president and the Presidents of the political groups.

Your personal data may be collected and processed by different directorates and units for organisational and communication purposes.

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

2.1. The CoR is responsible (as controller) for the processing of personal data.

- a) The meeting of the Conference of Presidents is organised by Unit "Foresight, strategic planning, inter-institutional relations"; the Bureau meetings and the Plenary Sessions are organised by Unit "Bureau, plenary and central meeting service" (e-mail: greffe@cor.europa.eu). The head of units of these services are the delegated controllers for providing invited guests and observers with temporary entrance badges to attend these meetings.

When being provided with an entrance badge, you might be asked whether you consent to receiving communication materials (newsletter, invitations to future events the CoR might organise etc.) from the CoR for which Directorate D (for Communication) is responsible.

For temporary observer badges for the Plenary Session, please also consult the relevant Data Protection Notice.

- b) The meetings may be audio and video recorded, webstreamed and photographed in line with Bureau decision 0015/2018. The designation of the delegated controller is based on the type and the stage of the audio-visual recording, as follows:

¹ For the external meetings of the Bureau, please refer to the Data Protection Notice on External meetings of the Bureau, of the Conference of Presidents and linked external activities.

- For audio and video recordings and webstreaming, the delegated controller is the Head of Unit Bureau, plenary and central meeting service (e-mail: Grefe@cor.europa.eu).
- For audio-visual recordings, such as videos, TV footage, webstreaming, photos, etc. the delegated controller is the Director of the Directorate for Communication (e-mail Dir-D-contact-point@cor.europa.eu). For webstreaming, please also consult the relevant Data Protection Notice.
- For filing the audiovisual information, the delegated controller is the Head of Unit Service to Members (e-mail: Transparence@cor.europa.eu).

2.2. The responsible entity for the processing of personal data on behalf of the controller (processor/external contractor) is the Italian Data System Srl. (direzione@idsspa.it). In particular the external contractor who is in charge of the electronic vote and electronic display during the plenary sessions may prepare in cooperation with the Registry a power point presentation using its own platform. Photos/pictures of CoR members/rapporteurs of the different opinions may be sent from Directorate D for Communication (delegated controller) and the database they keep to the external contractor in order to feed further the relevant presentation.

3. What is the purpose of the processing?

- a) Registering invited guests and observers for the meetings and providing them access to the venue(s) of the meeting.
- b) The purpose of the audio-visual recording activity may vary depending on the context, including:
 - Transcribing of CoR meeting debates for drafting minutes;
 - Storing of data for the memory of the institution and opening of those data to the public
 - Publishing CoR activities;
 - Communicating about CoR activities, including on the social media;
 - Acting upon a media request, for media coverage, press activities or communication priorities of the Directorate for Communication.

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 these meetings 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. The CoR exercises its tasks as set out in Articles 300-304 of the Treaty on the Functioning of the European Union.

Additionally, [Regulation \(EU\) 2016/679 \(General Data Protection Regulation\)](#) applies to the processing of your personal data collected for the organisation and management of these meetings. 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.

Further legal basis is provided by:

- CoR Decision 0015/2018 [on the recording of activities undertaken by the CoR](#);

[- Rule 18 of the CoR Rules of Procedure.](#)

5. What personal data are processed?

- a) Information necessary for your registration and to access the meeting venue(s): name, surname, organisation, e-mail, passport/ID number, date of birth, nationality (optional), motivation to attend, day(s) of access.
- b) Audio-recording, video-recording, audio-visual recording, web-streaming and photos made during the meeting only by consent of the data subject, e.g. via an EU survey form, email etc. (who are not submitted under 5(1)(a) of [Regulation \(EU\) 2018/1725](#)).

Guest and observers, have to express their wish not to appear in pictures and/or videos, and ask for a "NO PHOTO" badge at the reception on the day of the meeting and to wear that badge during the whole duration of it.

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 meeting's pictures and/or videos. Please keep in mind that in CoP and Bureau room there is no off-camera spot, but in the Plenary Session this would be the listening room.

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

- a) Personal data collected for registration purposes shall be sent to the Security for checking and for the preparation of access badges.
- b) As for the audio-visual recordings:
 - **Unit "Bureau, plenary and central meeting service": the "Technical support in meetings" sector** are responsible for audio and video recordings for all statutory meetings in our meeting rooms or off-site (in the building of the European Parliament of the European Commission or at other local premises). They also ensure video web-streaming on request for meetings held on our premises (meeting rooms and open areas).
 - **The "Registry" sector of Unit "Bureau, plenary and central meeting service"** receives the audio-recordings of the Bureau and of the plenary sessions for drafting the minutes. The "Registry" sector of Unit A2 also sends the material to Unit A1 for storage.
 - **Unit "Foresight, strategic planning, inter-institutional relations"** receives the audio-recordings of the Conference of Presidents for drafting the minutes.
 - **Directorate for Communication:** produces and distributes audio-visual material such as videos, TV footage, photos, web-streaming, etc. This Directorate publishes pictures and videos from meetings (on the intranet, internet and social media).
 - **Service "Documentation center" of Unit "Services to members"** is in charge of filing all analog and digital material (including audiovisual information).
- c) The e-mail address of participants wishing to sign up for the CoR's newsletter are sent to the Directorate for Communication.

7. Are your personal data transferred to a third country or international organisation?

No, your personal data are not transferred to a third country 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 object to the processing of your data and to request the deletion of your personal data (if processed unlawfully) and where applicable the right to data portability. For the processing of certain

categories of personal data based on your consent, 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 Grefe@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.

For specific questions regarding entrance badges and video-surveillance, you can contact secu@eesc.europa.eu.

For specific questions regarding audio-visual recordings and webstreaming, you can contact grefe@cor.europa.eu, Dir-D-contact-point@cor.europa.eu or Transparence@cor.europa.eu.

For specific questions regarding subscriptions to the CoR's newsletters, you can contact Dir-D-contact-point@cor.europa.eu.

If, in addition to the above mentioned three meetings, you also attend another meeting at the CoR's premises, please also take note of the relevant Data Protection Notice prepared by the meeting organiser and contact them in case of specific questions.

You have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation 2018/1725 have been infringed as a result of the processing of your personal data by the CoR.

9. How long are your personal data kept for?

a) Temporary badges: Data collected for issuing an entrance temporary badge for one of the above meetings are kept for a maximum of 6 months after the meeting ().

b) Audio-visual recordings

Recordings made during the Conference of Presidents:

- Audio-recording: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting;
- Audio-visual recordings (video, photo): part of historical archives, opened to the public after a period of 30 years;

Recordings made during the Bureau:

- Audio-recording: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting;
- Audio-visual recordings (video, photo): part of historical archives, opened to the public after a period of 30 years;

Recordings made during the Plenary Session:

- Audio-recording: part of historical archives, opened to the public after a period of 30 years;
- Webstreaming: maximum 5 years;
- Audio-visual recordings (video, TV footage, photo etc.): part of historical archives, opened to the public after a period of 30 years

10. Are the 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.

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

Your personal data will not be further processed for a different purpose.

12. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact the data controller, Grefe@cor.europa.eu; Dir-D-contact-point@cor.europa.eu; and/or Transparence@cor.europa.eu.

You may also contact the CoR data protection officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu) at any time.