



European Committee  
of the Regions

## Data Protection Notice

### Management of interpretation services at the CoR

#### 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 \(EUDPR\)](#).

For some of its meetings, the CoR provides interpretation from and into the official languages of the European Union (EU), and in exceptional cases also from and into the languages of third countries.

Your personal data may be collected and processed for the purpose of managing interpretation services at the CoR.

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

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

The responsible service (delegated controller) is Directorate A Members, Plenaries, Strategy, Unit A2 Bureau, plenary and central meeting service (CoR.SG.A2), [coord.reunions.cdr@cor.europa.eu](mailto:coord.reunions.cdr@cor.europa.eu). The responsible entities for the processing of personal data on behalf of the controller (processors) are:

- the EU Commission - Directorate-General for Interpretation (SCIC);
- the European Parliament (EP) – Directorate General (DG) for Interpretation and Conferences;
- other contractors signing framework contracts or direct contracts for interpreting services with the CoR.

#### 3. What is the purpose of the processing?

Personal data is processed solely for the management of interpretation services for the CoR (accreditation for meetings, access rights, review of the CV of the interpreters when applicable, quality review when applicable).

#### 4. What is the legal basis for the processing?

The legal basis for the processing of personal data is:

- Article 5(1)(a) of the EUDPR, according to which "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body".
- For the technical assessments: Article 5(1)(d) of the EUDPR, according to which "the data subject has given consent to the processing of his or her personal data for one or more specific purposes".

#### 5. What personal data are processed?

Categories of data subjects:

- Interpreters
- CoR Members participating in meetings where interpretation services are requested.

Categories of personal data:

- For SCIC and EP interpreters: surname, first name, nationality, date of birth, photo, scanned identity documents.
- For SCIC and EP freelance interpreters: surname, first name, nationality, date of birth, photo, security certificates (clearance, security attestation or security advice) if necessary, scanned identity documents, scanned extract from police records.
- For interpreters of other companies than the SCIC and the EP: surname, first name, nationality, date of birth, photo, security certificates (clearance, security attestation or security advice) if necessary, scanned identity documents, scanned extract from police records (the latter is required only from the following categories of persons: staff of external firms and freelance interpreters), information related to the CV.
- For responders to the survey on interpreting services: name of the responders, if provided, nationality, language spoken.

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

- CoR.SG.A2 staff involved in the organisation of interpretation services;
- CoR's accreditation office and security service ([secu@cor.europa.eu](mailto:secu@cor.europa.eu)).

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

No, your personal data are not transferred to non-EU Member States or to international organisations.

**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 can direct your queries to [coord.reunions.cdr@cor.europa.eu](mailto:coord.reunions.cdr@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](mailto: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.

**9. How long are your personal data kept for?**

The lists of interpreters assigned to the meetings are kept for a maximum of ten years (no later than 31 December of the tenth year after the reception of the list of interpreters).

Data collected for the review of the CV of the interpreters provided by contractors other than the SCIC and the EP are kept for a maximum of ten years (no later than 31 December of the tenth year after the reception of the list of interpreters).

Data collected for the quality assurance programme is kept for a maximum of four years (no later than 31 December of the fourth year after the quality assurance programme).

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

No, 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?**

No, 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 [coord.reunions.cdr@cor.europa.eu](mailto:coord.reunions.cdr@cor.europa.eu).

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