



European Committee  
of the Regions

## DATA PROTECTION NOTICE

### National Delegations Coordinators

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

Pursuant to Article 8 and 9 of the CoR's Rules of procedure, the National Delegations Coordinators (NDCs), who are not part of the CoR staff, shall assist their National Delegations by contributing to members efficiently executing their responsibilities as members of the CoR. The personal data of NDCs originates from the letter of appointment of NDCs, signed by the president of the National Delegation or from a communication received by the Registry from the NDCs. Other personal data may exceptionally originate from audio-recordings made during NDCs meetings, if they take place at the CoR's premises.

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

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

The delegated controller is the Head of Unit A2 – Bureau, plenary and central meeting service, e-mail: [greffe@cor.europa.eu](mailto:greffe@cor.europa.eu)

Concerning the processing of personal data for the purpose of providing temporary entrance badges to the CoR for external participants of the national delegation meetings, please consult the DPN on Accreditation and the DPN on video-surveillance. The delegated controller for both procedures is the Security and Safety Unit of the Directorate of the Joint Services of the CoR and EESC (e-mail: [secu@eesc.europa.eu](mailto:secu@eesc.europa.eu))

Concerning the processing regarding webstreaming, please consult the DPN on Webstreaming.

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

The personal data of the appointed NDCs are added in the CoR database (Agora), on the distribution list and on the CoR website, as well as further processed, for organisational and communication purposes.

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

- Article 5(1)(a) of Regulation (EU) 2018/1725 according to which: "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";

- Rule 8 and 9 of CoR Rules of Procedure;

- CoR Decision 15/2018 of the Bureau on recording of activities undertaken by the CoR.

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

Name, surname, professional phone number, professional e-mail address, professional postal address, and if recordings are made, the recording. For temporary entrance badge, please consult the relevant DPN on Accreditation.

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

- CoR staff members having access to the Agora database on a "need to know" basis.
- Audio-recordings are made by Unit A2 ("Technical support in meetings") and transcribed by the Registry.
- Data collected from external participants of the national delegation meetings applying for a temporary entrance badge are processed by the Security and Safety Unit of the Directorate for Logistics of the Joint Services of the CoR and EESC. For more information, please consult the DPN on Accreditation.

**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. 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 [Grefe@cor.europa.eu](mailto:Grefe@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.

External participants of the national delegation meetings applying for a temporary entrance badge, please contact [secu@eesc.europa.eu](mailto:secu@eesc.europa.eu)

Regarding possible audio- and video-recording and webstreaming of the national delegation meetings, please consult the DPN on Web-streaming.

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 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?**

Data are kept and published in different applications by the controller ([grefe@cor.europa.eu](mailto:grefe@cor.europa.eu) and [secu@eesc.europa.eu](mailto:secu@eesc.europa.eu)) for the time necessary to carry out the tasks of the various CoR departments during the mandate of the person concerned. For more information on the Agora database, please consult the relevant Data Protection Notice (DPN). The personal contact data are saved in the CoR database for historical and statistical purposes even after the period of mandate, pursuant to the rules on archives set out in CoR Decision No 214/2008 and Council Regulation No 354/1983, as amended by Regulation 2015/496.

The data are deleted from the website when NDCs are relieved from their duties.

The e-mail address is immediately removed from the mailing list.

As regards the audio-recordings of the NDC meetings, the files are destroyed as soon as the relevant minutes are approved, or at the latest, six months after the date of the meeting.

**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](mailto:Grefe@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.