



European Committee
of the Regions

DATA PROTECTION NOTICE

SECRETARIATS AND MEETINGS OF INTERREGIONAL GROUPS

1. Short Description

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

CoR members may form interregional groups. Each interregional group elects a chair. The chair chooses the secretariat of the group, as a general rule his/her assistant, or staff from a regional office. The Registry service of Unit "Bureau, plenary and central meeting service" (e-mail: greffe@cor.europa.eu) keeps a register of the contacts of secretariats.

External participants may attend the meetings of the interregional groups upon invitation and their personal data may be collected and processed by different directorates and units for accreditation purposes.

The meetings of the interregional groups are organised by the secretariats of the interregional groups, while the logistical means are provided by the CoR (room, interpretation, entrance badge, audio-visual recordings).

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

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

The head of Unit "Bureau, plenary and central meeting service" (e-mail: greffe@cor.europa.eu) is the delegated data controller for assisting the secretariats of the groups to organise these meetings and for providing invited guests with temporary entrance badges to attend these meetings.

a) 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 badges, please also consult the relevant Data Protection Notice.

b) The meetings may be audio-recorded, 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:

- For audio and video recordings and webstreaming, the delegated controller is the Head of Unit Bureau, plenary and central meeting service (e-mail: Greffe@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 filing the audiovisual information, the delegated controller is the Head of Unit Service to Members (e-mail: Transparence@cor.europa.eu).

3. What is the purpose of the processing?

a) Secretariats of the interregional groups:

- Maintaining the register of the secretariats of interregional groups, in order to contact them for the organisation of their meetings;
- Publishing the contacts on the CoR website, on the interregional group webpage: <https://cor.europa.eu/en/our-work/Pages/Interregional-groups.aspx>

b) Providing invited guests of the meetings with access to the meeting venue.

c) Audio-visual recordings:

- The purpose of the audio-recording is the transcription of the minutes.
- The purpose of webstreaming is communication and publicity.
- The purpose of audio-visual recordings such as videos, TV footage, photos etc. made by the CoR's Directorate for Communication, based on the CoR's communication priorities, is in response to a media request, for media coverage or for press activities.

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 10 of the CoR Rules of Procedure](#).

5. What personal data are processed?

a) Information necessary for the registration of participants to provide them with access to the meeting venue: name, surname, organisation, e-mail, passport/ID number, date of birth, nationality (optional), motivation to attend, day 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).

Guests 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 the CoR's meeting and conference rooms, there is no off-camera spot.

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) Contact data of the secretariat of the interregional group will be published on the [CoR website of the interregional groups](#).
- c) As for the audio-visual recordings:
 - **Unit "Bureau, plenary and central meeting service": the "Technical support in meetings" sector** are responsible for audio recordings. They also ensure video web-streaming on request for meetings held on our premises.
 - **Upon request by the interregional group, the "Registry" sector of Unit "Bureau, plenary and central meeting service"** receives the audio-recordings of the meetings for drafting the minutes and forwards them to the secretariat of the group.
 - **Directorate for Communication:** may produce and distribute audio-visual material such as videos, TV footage, photos, web-streaming, etc and may publish pictures and videos from the meeting (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).

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.

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) The contact data of the secretariat are kept for 5 years (CoR mandate). Data published on the CoR website are deleted when the secretariats are no longer in charge of these duties.
- c) Audio-visual recordings
 - Audio-recording: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting;
 - Webstreaming: maximum 5 years;
 - Audio-visual recordings (video, photo): 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.