



**European Committee  
of the Regions**

## **Data Protection Notice**

### **Hosting an event, conference or an exhibition at the CoR**

#### **1. Introduction**

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

This Data Protection Notice (DPN) applies exclusively to the processing of personal data carried out by the CoR in the context of hosting events (conferences, seminars, participatory sessions, etc.) and exhibitions (in both cases "events" *hereafter*) organised by external bodies (e.g., regional representations, EU institutions, regional associations, foundations, academia) on its premises or via its infrastructure.

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

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

The delegated controller, specifically Unit D2 – *Events and Local Dialogues*, is the service within the CoR tasked with carrying out these processing activities (contact details: [conferencesCdR@cor.europa.eu](mailto:conferencesCdR@cor.europa.eu)).

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

The purposes of the processing operations carried out by the CoR include:

- Facilitating physical access to CoR premises via the accreditation and eVisitor systems;
- Providing logistical and organisational information regarding the event;
- Ensuring the coordination and implementation of the event;
- For designated contact persons from the organiser(s), publication of professional contact information (name, surname, email, phone) on the CoR event webpage and communication to relevant CoR internal services.

Please note: Special Data Protection Notices (DPNs) apply for digital tools that might be used during event's sessions, meetings and activities (e.g. webstreaming, recording the sessions, etc.) as well for Security and IT enforced measures (e.g. accreditation, video surveillance, etc.). Please check our special-per-case DPNs at [CoR's Data protection webpage](#).

The organiser(s) of the event might also use CoR's digital tools' outcomes (e.g. disseminate webstreaming links, store, use and distribute the recordings of the sessions via media and web channels, etc.) or make use of its/their own digital tools during sessions and meetings (e.g. Teams, Zoom, Slido, etc.) and other activities capturing your personal data (e.g. taking photos, recording videos, surveys, keeping registration records, etc.). These tools and activities are outside of our scope of hosting this event and these data processing operations are not managed nor controlled by the CoR but solely by event's organiser(s). Please be aware that your personal data will be processed under the responsibility of the respective third-party organisation(s) in accordance with its (their) own privacy policy(ies). We strongly encourage you to read and understand the privacy policy(ies) of the event's organiser(s).

#### **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 events by the CoR is Article 5(1)(a) of Regulation (EU) 2018/1725, in accordance with which 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 and 305-307 of the Treaty on the Functioning of the European Union.

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

The categories of personal data processed by the CoR include:

- a) For eVisitor registration purposes: Full name (surname and first name), email address.
- b) For access to CoR premises (if not in possession of an EU badge): Full name, email address, date of birth, nationality, identity card/passport number. The identity document may be scanned for verification purposes.
- c) For VIP participants: Full name, function/title, affiliated organisation, vehicle registration number.
- d) For participants with an EU official badge: Full name, and email address.
- e) For organiser contact persons: Full name, email address, telephone number.

You may find more info to the Accreditation dedicated DPN:

[https://cor.europa.eu/sites/default/files/2024-07/joint-dpn\\_accreditation.pdf](https://cor.europa.eu/sites/default/files/2024-07/joint-dpn_accreditation.pdf)

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

The recipients of your data will be:

- Designated CoR staff involved in the coordination, organisation, management, and follow-up of the event;
- CoR security personnel for accreditation and building access purposes.

Under certain conditions defined by 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.

Live streaming, video recordings, and photography may take place during your visit in CoR's premises and during your participation to this hosted event's sessions, meetings and activities. This includes recordings and screen captures of speakers and participants, as well as group photographs of attendees and organisers. These materials may be published during or after the event in the context of the event's organiser's communication, promotional, audit, or other activities and obligations. Please note that such processing falls under the sole responsibility of the event organiser(s), not the CoR. We strongly recommend that you consult the relevant privacy policies of the organiser(s) for detailed information on how your personal data may be processed in this context.

**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 also have the right to withdraw your consent at any time. Please note that the withdrawal of consent will not have retroactive effect.

You can direct your queries to the responsible service (delegated controller) for processing your personal data, CoR/Directory D/-Unit D2-Events and Local Dialogues, at [conferencesCdR@cor.europa.eu](mailto:conferencesCdR@cor.europa.eu). Your query will be dealt without undue delay and in any event within one month of the receipt of the request. That period may be extended by two further months where necessary.

You have the right to lodge a complaint with the European Data Protection Supervisor by using the [contact form](#) 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.

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

Your data (excluding photos, audio and video recordings that have been published) will be kept for a maximum of 12 months after the end of the event, unless otherwise required by legal obligations.

**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 first the unit in charge of the processing of your personal data: D2- Events and Local Dialogues ([conferencesCdR@cor.europa.eu](mailto:conferencesCdR@cor.europa.eu)).

You may also contact the Data Protection Officer of the CoR by using the email [dataprotection@cor.europa.eu](mailto:dataprotection@cor.europa.eu) and/or the European Data Protection Supervisor by using the [contact form](#) at any time.