



European Committee
of the Regions

Record of processing activity – Working document

AGORA

PART 1 - Record

1. General Information

Reference number	RA1-2
Last update	18/12/2024
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.1 Services to members
Contact details	onestopshop@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
Processor(s)	N/A
Data processing agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The collected data enable the administration to manage members' data related to the members' mandate, political work, administrative and financial claims, as well as to be transparent on the Members, members' assistants, coordinators of national delegations, speakers, experts and persons regarded as third parties working for the CoR. The basic data (see below) is in the public interest.
Categories of persons whose personal data are processed	Members (full members and alternates), members' assistants, coordinators of national delegations, Young Elected Politicians (YEPs), EU Councillors, speakers, experts and persons regarded as third parties.
Categories of personal data processed	Basic data processed for transparency purposes: <ul style="list-style-type: none">• Surname• First name• Represented country• Title• Mandate/function as per Council decision• Language(s) spoken• Professional address• Telephone number(s)• E-mail address(es)• Website(s)• Photo

	<ul style="list-style-type: none"> • Start/end date of appointment to the CoR • Declaration of financial interests • National delegation at the CoR • Political group and commissions at the CoR • Membership of other CoR bodies • Social media accounts • Areas of interest • Biography (CV); <p>Data reserved for internal administrative processing:</p> <ul style="list-style-type: none"> • Private address • Bank account • Private/confidential e-mail address • Date of birth • Place of birth • A copy of ID card or passport • Mobile phone
<p>Recipients of the personal data</p>	<p>Internal:</p> <p>The data are encoded and stored in the CoR database system, Agora. Other CoR applications also retrieve data from Agora. Colleagues having access to Agora and to those other internal applications have access to certain categories of the stored data, depending on the specific tasks to be delivered.</p> <p>The documents received digitally are stored on the responsible service's shared drive with access provided only to colleagues working in this service. These digital versions are also stored in the One Stop Shop functional e-mail account with access provided to the colleagues working in this service.</p> <p>External:</p> <p>In case of members, basic data are published on public platforms such as: CoR website, CoR political group websites, the CoR Members' Pages application, the EU WhoisWho directory and European Data Portal. The visitors of these platforms have access to the published data accordingly.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>No, personal data are not transferred to non-EU member states or to international organisations.</p>
<p>Retention period of the personal data</p>	<p>Data are kept in Agora for the time necessary to carry out the tasks of the various CoR departments during the mandate or service of the person concerned.</p> <p>Following the end of mandate of CoR members, the surname, first name, mandate/function, represented country, photo (if available), national delegation at the CoR, political group at the CoR, commissions at the CoR, past work and the start/end date of the mandate will remain visible on the Members Page during the ongoing 5 years CoR mandate.</p> <p>The personal contact data are saved in the CoR database for historical and statistical purposes following the period of office.</p>
<p>General description of security measures, where possible</p>	<p>- Regarding paper files: N/A</p> <p>- Regarding digital data</p> <p>Only colleagues working in the service in charge have access to edit data encoded in AGORA. The limited access rights are given by IT on</p>

	<p>a "need to know" basis. Storage of word/pdf documents in electronic format in the unit's shared drive, with access granted only to colleagues working at One Stop Shop service.</p>
Data protection notice	<p>https://cor.europa.eu/sites/default/files/2024-07/dpn-adora_database-ra1-2.pdf</p>