



European Committee
of the Regions

Record of processing activity – Working document

ARLEM members contact details (OBSOLETE)

PART 1 - Record

1. General Information

Reference number	RB3-6
Last update	04/01/2025
Controller	European Committee of the Regions
Directorate	Directorate B
Unit	B.3 CIVEX
Contact details	arlem-secretariat@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
Processor(s)	(to be added)
Data processing agreement	to be added

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>Personal data shall be processed by the delegated controller for the following purposes:</p> <ul style="list-style-type: none">To send invitation letters to ARLEM annual meetingsTo send invitation letters to other ad-hoc meetings relevant for the work of ARLEMTo be able to share contact details with partner organisations, stakeholders and ARLEM network for activities related to ARLEMTo send contact details to the ARLEM co-presidents and co-rapporteurs to allow them to reach their fellow members more easily and cooperate in a more efficient and faster wayTo increase response rates and the reach of the questionnaire in the context of the preparation of the ARLEM thematic annual reportTo be able to share contact details with our contractor for the annual thematic reportTo enable faster and more efficient communication
Categories of persons whose personal data are processed	ARLEM members, including members from 16 non-EU countries (considered by the CoR as third parties for financial purposes)
Categories of personal data processed	title, surname, first name, country, public function, e-mail, name of organisation Email address Telephone number (optional)

	<p>pictures taken during ARLEM meetings (e.g. to be published in ARLEM newsletters). A specific consent form will be used.</p> <p>bank account information and ID numbers for the purpose of reimbursing their travel and meeting costs. Specific security procedure will be used for the processing of these data.</p>
Recipients of the personal data	<ol style="list-style-type: none"> 1) ARLEM members from the EU (CoR members and representatives of EU Associations of local authorities) 2) ARLEM members from non EU countries (considered as THP by the CoR for reimbursement purposes) 3) Partners of ARLEM (EU institutions, International organisation: UfM) 4) Social media users - photographs and/or audio and video recordings could be published in the context of the ARLEM meetings and in the framework of CoR activities on the web, including via social media. If need be, the files containing the video materials may be slightly altered (for example, brightness and contrast) so that they can be used for the purposes for which they were taken. A specific consent form for video/photographs will be used.
Transfers of personal data to a third country or an international organization	<p>Yes. Some of the personal data (surname, first name and email addresses) may be shared with countries outside of the European Economic Area (EEA), and more specifically with other ARLEM members from these third countries, in particular the ARLEM co-presidents and rapporteurs.</p> <p>In such cases, it is ensured that the transfer is carried out in compliance with applicable data protection laws, and that appropriate safeguards are in place to protect your personal data. Please see the Legal Analysis of the transfer of personal data to ARLEM members in third countries. The exception established in Article 50.1 d EUDPS: the transfer is necessary for important reasons of public interest is used. The derogation requires that the transfer of personal data is necessary for important reasons of public interest and on the basis of explicit consent (Article 50.1 a EDPS)</p>
Retention period of the personal data	<p>The personal data will be retained for the duration of the ARLEM mandate (5 years), plus an additional 3 years, in alignment with the CoR mandate. However, in certain circumstances, the controller may need to retain the data for a longer period, based on the principle 'as short as possible, as long as necessary', even after the end of your ARLEM membership, for purposes such as managing reimbursement claims or fulfilling other legal or administrative obligations.</p> <p>The legal basis for the processing and retention of the data is Article 5(1)(a) EUDPR, which permits the processing of personal data when 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. This applies to the processing of personal data within the context of ARLEM and related administrative duties.</p>
General description of security measures, where possible	Transfer of data will be done through secured means or the data is already available on the CoR website
Data protection notice	Published internally