



European Committee
of the Regions

Record of processing activity – Working document

ARLEM Prize

PART 1 - Record

1. General Information

Reference number	RB3-4
Last update	14/02/2025
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)	N/A
Data processing agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing

The personal data will be processed in the framework of the attribution of the ARLEM award. The CoR (ARLEM Secretariat) has developed and launched the ARLEM Award which encourages youth participation and focuses on the crucial link between local and regional authorities (LRAs) and young entrepreneurs. It will collect, store, process and share with the Evaluation Committee various types of personal data in order to allow the aforementioned bodies to evaluate the nominations and establish an Award winner.

Personal data shall be processed by the delegated controllers for the following purposes:

- establish an Award winner;
- administer and evaluate the Award nominations;
- organise the Award proclamation and the Award ceremony;
- create a data base to promote the Award and send invitations to future similar events organised by the CoR.

The ARLEM Award call for application is launched once a year usually in February and closes in May, it is open only to young entrepreneurs whose enterprise HQ resides in a Southern-Eastern Mediterranean

	<p>country. We collect personal data such as gender, age, email address, telephone number, copy of ID/passport etc. as well as contact details of the representative from the LRA who is supporting the business and the young entrepreneur to assess the applications and reach a final decision establishing the winner of the Award.</p>
<p>Categories of persons whose personal data are processed</p>	<p>External to the organisation. Young entrepreneurs who are the owners or head of a certain business whose HQ is based in a Southern or Eastern Mediterranean country and who apply to the Award.</p>
<p>Categories of personal data processed</p>	<p>The following personal data will be processed:</p> <ul style="list-style-type: none"> - Gender; - Surname; - First name; - email address; - nationality; - date of birth; - copy of passport/ID; - telephone numbers; - Local and Regional representative contact details; - video and images taken during the Award ceremony. The explicit consent of the data subjects for the processing of their image through video and pictures will be gathered through a separated declaration.
<p>Recipients of the personal data</p>	<p>CoR, Evaluation Committee members (from the EU) and ARLEM co-chairs (CoR President and his/her counterpart. Please note next point concerning third countries and international organisations.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>No. Personal data will not be transferred outside the EEA Area. If applications need to be shared with members of the Jury belonging to international organisations or based outside the EEA area, the member of the Jury belongs to an international organisation (UfM) or is not in the EEA Area the transmission of the applications will be done only in an anonymised format to ensure compliance with in Chapter V of Regulation (EU)2018/1725 .</p>
<p>Retention period of the personal data</p>	<p>The personal data (excluding photos and videos) will be kept for a maximum period of 12 months after the end of the Award edition marked by the date of the Award ceremony, unless there is explicit consent to contact details being kept in a data base in order to promote the Award and receive invitations to future similar events</p>

	<p>organised by the CoR.</p> <p>Photos and videos that have been published (for example on the web or in publications) and for which explicit consent will be required, will remain in that format indefinitely for archiving purposes in the public interest.</p>
General description of security measures, where possible	<p>General security measures established in the CoR to protect internal folders and the security of external communications. Anonimisation to ensure no personal data is transferred to a third country or international organisation.</p>
Data protection notice	<p>https://cor.europa.eu/sites/default/files/2025-04/dpn-arlem_award_2025.pdf</p>