



European Committee
of the Regions

Record of processing activity – Working document

CoR Intranet (MYCOR)

PART 1 - Record

1. General Information

Reference number	RD3-3
Last update	23/02/2024
Controller	European Committee of the Regions
Directorate	Directorate D
Unit	D.3 Digital communication and IT strategy
Contact details	corwebmaster@cor.europa.eu myCoR_contact@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
Processor(s)	For the Sharepoint application, the processor is Microsoft (see further the DPN Microsoft 365). For web analytics, the processor is Innocraft, who provides a web analytics tool, Matomo, in Microsoft Sharepoint Environment (see further the Matomo Data Processing Agreement link below).
Data processing agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The CoR intranet is the internal working tool and information channel for the staff and members of the CoR and the EESC/Joint services. It's a SharePoint-based collaborative web application, meaning that contributors or owners can share information, articles and documents directly with all colleagues. For the efficient function of the CoR's intranet, your personal data may also be processed.</p> <p>It is meant to facilitate communication between colleagues in various buildings and members in the member states. The intranet allows staff inter alia to:</p> <ul style="list-style-type: none">- find out who colleagues are and on what they work;- find administrative information and forms;- view images, interviews and videos from events or for internal communication;- access various applications needed for the daily work or for administrative matters;
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Categories of persons whose personal data are processed	CoR and EESC staff members (authenticated users).
Categories of personal data processed	<p>- Processing of content (texts, documents, images, videos) on the intranet pages is manual – each Intranet contributor has responsibility for the content they upload on their respective sections of the intranet, having obtained the consent from the persons appearing in them.</p> <p>- On the Who is who pages and/or parts on the CoR intranet, name, official work title, office number, phone number, e-mail are collected from the staff database (ECAS/Sysper data protection notice), structured according to Directorates/units. Photos are automatically imported from the Sysper database, in case the person agreed with the publication [Specific Privacy Statement SysPer, March 2017 version].</p> <p>- User traffic is recorded anonymously within the SharePoint Analytics tool and the Matomo web analytics tool. Information collected is anonymised and used solely for CoR intranet data collection regarding measurement purposes, usage monitoring and performance evaluation and analysis. It does not entail any kind of staff evaluation or personal preferences data usage. Examples of data collected are: top pages, average number of daily unique visitors, page views, busiest day and time, search words.</p>
Recipients of the personal data	<p>- All authenticated users (CoR staff and members and EESC staff and members and Joint services staff) have access to the intranet;</p> <p>- Webmaster team's staff (who manages the MyCoR page);</p> <p>- Matomo web analytis superuser: authorised staff of the IT unit have super user access to the Matomo web analytics tool. They have the possibility to enable or disable anonymisation of personal data, such as the IP addresses and user ID. By default the user traffic is anonymised;</p> <p>- Innocraft staff get access to anonymised data only to create analytics reports, used solely for the intranet data collection regarding measurement purposes, usage monitoring and performance evaluation and analysis. Examples of data collected are: page views, visits, unique visitors, site search, countries, members and devices used.</p>
Transfers of personal data to a third country or an international organization	<p>No transfer of personal data to to a third country or international organisation takes place.</p> <p>The CoR intranet data is stored in a database in the Innocraft/Matomo Analytics Cloud, on servers located in in Frankfurt and Dublin.</p>
Retention period of the personal data	<p>- The data on the Who is who pages and/or parts are derived from the Sysper staff database and will be available on the Intranet for as long as the person is active.</p> <p>- Intranet content (texts, documents, calendars, images, videos, references): accessible until the Intranet contributors or Intranet</p>

	<p>owners remove it.</p> <ul style="list-style-type: none"> - User traffic: The CoR intranet data (anonymised) in the Sharepoint environment is stored for 15 calendar days on the CoR/EESC IT unit's servers on the CoR premises (with backups on tapes, kept for a period of 3 months). - Matomo web analytics: All visits and actions raw data are deleted after 24 months and 24 days.
<p>General description of security measures, where possible</p>	<p>See DPA of Innocraft https://www.innocraft.cloud/dpa. Only a very limited number of authorised staff (Matomo web analytics superuser in the IT Unit) have the possibility to disable the anonymization of personal data processed.</p>
<p>Data protection notice</p>	<p>https://cor.europa.eu/sites/default/files/2024-07/dpn-cor-intranet-mycor-rd3-3.pdf</p>