



European Committee
of the Regions

Record of processing activity – Working document

Crèches and daycare

PART 1 - Record

1. General Information

Reference number	RE3-19
Last update	27/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	Social-Service-CoR@cor.europa.eu
Joint controller	<p>The registration forms and data relating to the attendance of the child shall be sent to the secretariat of the crèche or post-school or air-care centres of the EU Institution on which the infrastructure used is dependent.</p> <p>The monthly amount of the deduction to be made in respect of the person's parental contribution is transmitted to the Payroll Service (Unit E1, CoR) for implementation.</p>
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	The responsible entity for the processing of personal data on behalf of the controller is the European Commission, Infrastructure and Logistics in Brussels (OIB.CPE).
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	Enroll a child in inter-institutional crèches and nurseries. Fix the amount that the parent will have to pay for attending crèches and childcare facilities as a parental contribution which depends on the taxable income of the household and, to some extent, on the days of the child's presence.
Categories of persons whose personal data are processed	The following are concerned: -officials, -temporary and contract staff, -seconded national experts, -their family members (children, spouses, registered partners).
Categories of personal data processed	Data relating to the person concerned and, where appropriate, his family members shall be processed as part of this procedure.

Crèches:

Data relating to the data subject:

- surname, first name(s), nationality, civil status
- staff/grade number, step/end date of contract/professional income
- private address and office/telephone number
- contact person(s)
- days of annual leave taken during the year.

Data on children:

- surname, first name, nationality, place and date of birth, family relationship
- vaccination record
- on the days of illness of the child preventing him from attending the crèche

Data relating to spouse/registered partner:

- surname, first names, nationality, civil status
- private address and office/telephone number
- professional activity (employer, date of termination of contract, employment income)

The following documents shall be verified, if applicable:

- birth certificate of the child
- vaccination record
- pay slip for both parents (or income taxed for an independent spouse)

2) Post-school and air-care centres:

Data relating to the data subject:

- surname, first name(s), nationality, civil status
- staff/grade number, step/end date of contract/professional income
- private address and office/telephone number
- contact Person(s)

Data on children:

- surname, first name, nationality, place and date of birth, family relationship
- vaccination record

Data relating to spouse/registered partner:

- surname, first names, nationality, civil status
- private address and office/telephone number
- professional activity (employer, date of termination of contract, employment income)

The following documents shall be verified, if applicable:

- birth certificate of the child
- vaccination record
- pay slip for both parents (or income taxed for an independent spouse)

Recipients of the personal data	<p>The only persons with access to the data are:</p> <ul style="list-style-type: none"> - the staff member concerned; - the manager of the Social Actions department; - the secretariat of the EC crèches/care centres and the secretariat of the Council's crèche - the amount of the deduction to be made in respect of the parental contribution shall be communicated to the remuneration service.
Transfers of personal data to a third country or an international organization	The personal data is not transferred to non-EU Member States or to international organisations.
Retention period of the personal data	<p>The CoR will keep this data for a period of five years from the date of granting of discharge by the European Parliament for the budgetary year to which these documents relate.</p> <p>After that, they will be destroyed.</p>
General description of security measures, where possible	<p>Concerning physical files</p> <p>Copies of the registration forms and the documents annexed to those applications are filed in order to monitor applications for registration and to calculate deductions from parental contributions.</p> <p>The various documents are stored in paper format in the premises of the managers of the Social Actions department (in locked cabinets).</p>
Data protection notice	Published internally