



European Committee
of the Regions

Record of processing activity – Working document

Declaration of assurance of Authorising Officers

PART 1 - Record

1. General Information

Reference number	REI-2
Last update	08/08/2023
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.I - Strategic use of resources, smart house
Contact details	PlanningReportingCoR@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	N/A
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The Authorising Officer by Delegation (AOD) is responsible for providing reasonable assurance that the resources assigned to the activities described in the Annual Activity Report have been used for the purposes intended in accordance with the principle of sound financial management and that the control procedures put in place provide satisfactory guarantees concerning the legality and regularity of the underlying transactions. The AOD signs the DoAS to this end. In addition, each AOS (Authorising Officer by Sub-delegation) signs a DoAS for the budget lines under his/her responsibility, which feeds into the AOD DoAS, providing assurance to the AOD that the resources allocated to the activities financed from the concerned budget headings were used for the purposes intended and in accordance with the principle of sound financial management and that the monitoring procedures established provide the necessary guarantees of the legality and regularity of the underlying transactions.</p> <p>Name, signature and position of the AOS are collected and archived in Unit EI, in accordance with the requirements of the Financial Regulation</p>
Categories of persons whose personal data are processed	CoR Staff members appointed AOD or AOS.

Categories of personal data processed	Name, signature and position in the CoR organigram.
Recipients of the personal data	<p>Pursuant CoR Annual Activity Report procedure:</p> <p>Head of Unit EI-Strategic use of resources, smart house General Administration and Public Procurement Administrator Planning and Reporting within unit E4 (Deputy-) Director for Human Resources and Finance Head or advisors of the Private Office of the Secretary General Secretary General</p> <p>Out of the CoR: Discharge authority (European Parliament)</p>
Transfers of personal data to a third country or an international organization	No, your personal data are not transferred to non-EU Member States or to international organisations.
Retention period of the personal data	Following art 75 of the FR, 5 years minimum from the date on which the EP grants discharge for the budgetary year to which the document relates.
General description of security measures, where possible	<p>Regarding paper files Original hard copies of the Declaration of assurance is kept as part of the Annual Activity Report by unit EI in the archives, in a locked cabinet.</p> <p>Regarding digital data The data (scans of the DoAs) are stored on a shared drive accessible to Unit EI only.</p>
Data protection notice	Published internally