



European Committee  
of the Regions

## Record of processing activity – Working document

### EA Network Data Management

#### PART 1 - Record

##### 1. General Information

Reference number	RPG-5
Last update	19/12/2025
Controller	European Committee of the Regions
Directorate	Secretary-General
Unit	EA Group
Contact details	ea-secretariat@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
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 EA Group processes personal data to facilitate communication and coordination regarding internal activities within the Committee of the Regions, as well as across the broader EFA family network, including the EFA Group in the European Parliament, the EFA Party, and the Coppieters Foundation. This involves contacting members, Young Elected Politicians (YEPs), Members of the European Parliament (MEPs), and other stakeholders within the EFA-EA network. Additionally, we may reach out to experts and moderators involved in statutory meetings and events organized by the EA Group. This also includes communication activities such as Local Dialogues and communication workshops, specifically aimed at those responsible for managing communication for our members.
Categories of persons whose personal data are processed	The individuals whose personal data is processed include EA full and alternate members, Young Elected Politicians (YEPs), EU Councillors, members of the broader EFA family (such as the EFA Group in the European Parliament and the EFA Party), as well as visitors, invited speakers, and contracted moderators.
Categories of personal data processed	We collect and process basic contact details such as the full name, email address, general telephone number, and occasionally mobile phone numbers.  When an EFA Congress or EA External Meeting is being organised,

	<p>enhanced security measures are required due to the high-level nature of the event. For accreditation purposes, participants must provide the following personal data: full name, date of birth, nationality, ID or passport number, and the document's expiration date. This information is mandatory to obtain access to the Congress venue and for the organisation of the trip for the guests through our contractor CWT.</p> <p>In the context of the EA meetings and events, photographs may be taken for use on our website and social media platforms. By attending these events, the data subjects consent to the use of your image for these purposes. If they do not wish your image to be used, they shall notify the EA Secretariat in advance at <a href="mailto:ea-secretariat@cor.europa.eu">ea-secretariat@cor.europa.eu</a>.</p> <p>Please note that each social media platform acts as an independent data controller for any personal data it processes. These platforms apply their own privacy policies and terms of use, which are separate from those of the CoR. We strongly encourage data subjects to review the privacy policies of each platform to understand how their personal data is collected, used, and protected when interacting with their services.</p> <p>In order to access and interact with the CoR's content on social media platforms (such as by liking, sharing, or commenting on posts), data subjects must first have an account with the respective platform and accept its terms of service and privacy policy. These terms are established independently by the platform and govern how data subjects' personal data is collected and processed. The CoR has no control over these platform-specific policies.</p>
Recipients of the personal data	The recipients of personal data are limited to EA staff members who require access to such data for the performance of their duties, and users of social media platforms engaging with the content of the EA.
Transfers of personal data to a third country or an international organization	No, data subjects' personal data are not transferred to non-EU Member States or to international organisations.
Retention period of the personal data	<p>Data will be kept for the duration of the membership for each member and alternate, and after that, with their consent, in our former members list to be invited into EA events. Young Elected Politicians (YEPs) participate in the year-long YEP programme. After their participation, we retain their contact details—only with their consent—for the purpose of inviting them to EA or CoR events.</p> <p>Our team uses two distinct systems for managing contacts: 1. our generic distribution lists for the EA network divided in: EA Members and Alternates, YEPs, Former Members, EFA Family contacts 2. the newsletter and communication management are automatically managed by Dynamics via our webpage subscription.</p>
General description of security measures, where possible	Only a limited number of the EA staff will have access to the data subjects' personal data.
Data protection notice	Published internally.