



European Committee  
of the Regions

## Record of processing activity – Working document

### Ethical rules-mandatory requests or declarations

#### PART 1 - Record

##### 1. General Information

Reference number	RE3-5
Last update	26/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	ethics@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 purpose of the processing of personal data in the context of a request for prior authorisation for any type of activity covered by the CoR Decision on external activities and mandates is to analyse the activity in question and to prepare either an authorisation decision (where applicable subject to conditions) or a refusal decision.
Categories of persons whose personal data are processed	The different categories of persons concerned may be officials/agents/national experts seconded in active employment, officials on CCPs/staff on unpaid leave, officials/staff who have left the CoR service (including pensioners and beneficiaries of an invalidity allowance) and spouses of the official/staff working for gainful employment.
Categories of personal data processed	Data relating to the person concerned and, where appropriate, his or her spouse shall be processed as part of this procedure.  Data relating to the person concerned and his/her activity: -surname, first name -address, email -the statutory link (official, temporary staff, contract staff) -position (working, part-time, CCP, etc.) -application data (type of activity, name and address of the employee, start date, amount of remuneration if applicable) -data on the spouse's gainful activity

	<p>The following documents shall be verified, if applicable:</p> <ul style="list-style-type: none"> <li>-a possible previous decision authorising an external activity</li> <li>-employment contract/deed of appointment</li> <li>-tax return (for the control of remuneration)</li> </ul>
Recipients of the personal data	<p>Requests are processed by a manager of the Working Conditions Unit. The files shall be checked by the Head of the Working Conditions Unit, the Deputy Director, the Director of Administration and Finance and the Head of Cabinet of the Secretary-General. Decisions shall be signed by the Secretary-General. The original of the decision shall be sent to the individual file of the person concerned and a copy shall be sent to the person concerned. If the activity is of interest to the European Union, a copy of the decision shall be sent to the Working Conditions Service for a possible granting of special leave.</p> <p>If the decision is challenged, the Legal Service, the General Court or the Court of Justice of the European Union may also obtain a copy of the decision and any other evidence.</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>Personal data relating to an application for authorisation of an external activity or a mandate are stored in the individual file of the official concerned (see the confidential statement and the specific processing activity report concerning the individual file). The copy of the application and the decision shall be kept for a period of 5 years with the Individual Entitlements Department of the Working Conditions Unit.</p>
General description of security measures, where possible	<p>Concerning physical files The file of the application for authorisation of an external activity or a mandate is stored in paper format on the premises of the responsible manager (in locked cabinets), as well as in the individual files (decisions).</p> <p>Concerning electronic files Computer data is only accessible by the responsible manager and secured by an individualised password.</p>
Data protection notice	Published internally