



European Committee
of the Regions

Record of processing activity – Working document

EU Whoiswho

PART 1 - Record

1. General Information

Reference number	RE2-18
Last update	06/05/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	for staff members: SysPer-Helpdesk-CdR@cor.europa.eu for members: onestopshop@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
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 data are processed for publication in the Whoiswho.
Categories of persons whose personal data are processed	Members and management staff members.
Categories of personal data processed	<p>For Members - Basic data (which will be shared publicly):</p> <ul style="list-style-type: none">• Title• Surname• First name• Represented country• Mandate/function as per Council decision²• Telephone numbers(s) <ul style="list-style-type: none">• Professional address• E-mail address(es)• Website(s), if available• Photo, if provided <ul style="list-style-type: none">• National delegation at the CoR• Political group and commissions at the CoR• Membership of other CoR bodies

	<p>For management staff members (Heads of units and above levels) - Basic data:</p> <ul style="list-style-type: none"> • Job title • Surname • First name • Telephone numbers(s),
Recipients of the personal data	<p>The data, indicated as basic data for each group, are sent to the OP (to be published in the EU Whoiswho), which is available in the following formats: online version, e-book and paper version. If available, photo will be published in the electronic EU Whoiswho. The postal address and e-mail address for correspondence are sent to the OP to be entered into the automated address and publications management system (SAGAP), in order to enable products of the European institutions to be distributed.</p> <p>For more details concerning the processing of personal data by the OP, the respective privacy statement of the OP can be consulted .</p>
Transfers of personal data to a third country or an international organization	<p>No, personal data will not be transferred to a non-EU Member State or international organisation.</p>
Retention period of the personal data	<p>For more details concerning the retention period of your personal data by the OP portal you can consult the respective privacy statement of the OP.</p> <p>In principle, OP portal of the Publications Office keeps your personal data for the time necessary to fulfil the purpose of the collection or further processing, namely for maintaining an up-to-date directory of EU staff in the EU Whoiswho. Concerning members, your personal data will appear as long as your mandate last at an EU institution. Concerning staff members, if you change your position within the EU services, this will be reflected after a short delay in the EU Whoiswho. If you leave the EU services, your personal data will disappear from the EU Whoiswho after a short delay.</p> <p>Concerning members, your personal data is archived in a public data base</p> <p>Concerning staff members, your personal data is archived in a non-public database, from which it will be deleted after 5 years for non-political important persons (PIP) (e.g. EU staff not in a management position).</p>
General description of security measures, where possible	<p>[General description of security measures, where possible]</p>
Data protection notice	<p>https://cor.europa.eu/sites/default/files/2024-07/dpn-eu-whoiswho-re2-18.pdf</p>