



European Committee
of the Regions

Record of processing activity – Working document

EuroPCom

PART 1 - Record

1. General Information

Reference number	RD2-2
Last update	06/11/2024
Controller	European Committee of the Regions
Directorate	Directorate D
Unit	D.2 Events and local dialogues
Contact details	europcom@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
Processor(s)	Cecoforma
Data processing agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The personal data is collected with the purpose to:</p> <ul style="list-style-type: none">- Register the Data Subjects to the European Public Communication Conference (EuroPCom);- Perform the selection of participants/attendees and the link to the corresponding category of participants for specific organisational and administrative reasons such as: facilitators, speakers, moderators, journalists, communication and other experts, MEPs, MPs, CoR Members, CoR Staff, YEPs, EU Councillors, influencers, researchers, etc.;- Provide access to the venue, accordingly to the current accreditation system for visiting the CoR and EP permises;- Provide online access to the conference;- Grant access to various hosted, newly presented communication, conference and engagement tools, some of them in pilot mode (with data subject's consent only);- Provide useful guidelines/instructions on this particular event;- Coordinate, manage and execute the event;- Share data subject's first and last name (and chosen nickname upon accessing the meeting platform) with the other participants by participating online at the event;- Present the event's activities and its sessions (audio-video recordings and images of speakers and participants captured on-site, recorded/screen-captured on-line) through: CoR's and EP's webpages; social media and other platforms; Live web streaming;
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	<p>Publishing partly or wholly recordings of the event;</p> <ul style="list-style-type: none"> - Evaluate questionnaires during the registration process and surveys sent out before, during and after the event (with data subject's consent only); - Analyse participants' opinions and statements (voluntarily given), about their experience related to the event, to improve CoR reach out capacity; - Present speakers and moderators (using their CVs and photos) on the event website and to promote the event on social media and any other media channels; - Send invitations to data subject on future events that the CoR may organise (with data subject's consent only).
Categories of persons whose personal data are processed	Registered participants to EuroPCom, held annually by the European Committee of the Regions (CoR), including: facilitators, speakers and moderators, journalists, communication and other experts, MEPs, MPs, CoR Members, CoR Staff, YEPs, EU Councillors, influencers, researchers, etc.
Categories of personal data processed	<ul style="list-style-type: none"> - Information necessary for registration and participation in the event (including selection, categorization, access to online sessions, etc.): First name, last name, email address, age group (given by date of birth), country of origin, name of organisation, type of company/institution/organisation, function, gender, session attendance, choice for physical or on-line attendance. - Information necessary for access to the conference venue (in case of not possessing an EU official badge), the following personal data will be processed: First name, last name, email address, nationality, date of birth, identity document (ID) type, ID number, ID expiry date, name of company/institution/organisation, specific assistance requirements (if any). - Information necessary for implementing the event: Photos, audio and videos taken during the event (recordings and webstreaming). - Information collected for event-related purposes – through participation in surveys and/or activities involving new communication, conference, or engagement tools: First name; last name; email address; country; gender; age group (given by date of birth); type of company/institution/organisation; function. - Additionally in case the data subject is a speaker or a moderator (contributor to the event): photo, title, short biography (CV), social media identifier if applicable, video and audio of when the individual is speaking during the conference, photos and videos taken during the conference.
Recipients of the personal data	<ul style="list-style-type: none"> - CoR staff in charge of coordinating, organising, managing and following-up this event; - EP staff in charge of giving access to EP for sessions that will be held in EP; - CoR's contractors' staff, operating under the orders of CoR staff; - Other European research Institutions, for reseach purposes, working only on data receveived by CoR after they have been anonymized (not personal data anymore);

Transfers of personal data to a third country or an international organization	Personal data will not be transferred to a non-EU member state and/or international organisation.
Retention period of the personal data	<p>Registered participants' personal data will be retained for 12 months following the event</p> <p>Contributors' names, photos, audio and video recordings, from the conference, will remain in that format indefinitely or until there is a specific request from the person concerned to have his or her personal data deleted.</p> <p>Published photos, audio, and video recordings (e.g., on the web or in publications) will also remain accessible in their published format indefinitely.</p> <p>Anonymized data may be used for research and statistical purposes and will be archived indefinitely.</p>
General description of security measures, where possible	<p>13.1. Regarding paper files Possibly, paper files are stored in closed cupboards in the offices of the staff, members of the team in unit D2 organising EuroPCom and are destroyed immediately after the event.</p> <p>13.2. Regarding digital data Data is secured on Commission's servers and on contractors premises; a security convention is established between the contractors and the Commission. Standard "Dynamics", "Interactio" and "Slido" security is enforced for communication actions and meeting activities. At the CoR, the files are stored on a shared events drive, to which staff of the events unit D2 plus a limited number of staff with management/horizontal tasks in Directorate D and IT helpdesk colleagues in Directorate L have access to; and on a functional mailbox, to which the EuroPCom team in the organising unit D2 have access. Data is deleted or anonymised and archived after the event and during a maximum of 12 months storage period.</p> <p>At Cecoforma replacing PRACSIS from 5/2025, tbc after reciving the DPA with technical measuers.</p> <p>(from last edition: At PRACSIS sprl personal data is securely stored on PRACSIS sprl own servers, and where necessary for printing and delivering badges, the minimum amount of data necessary will be securely stored on PRACSIS sprl laptops at the EuroPCom venues. Only authorised PRACSIS sprl representatives will have access to the data. Data will be erased from all PRACSIS sprl devices within one month after the end of the event.)</p>
Data protection notice	<p>https://cor.europa.eu/sites/default/files/2025-06/dpn-europcom2025.pdf</p>