European Committee of the Regions

Record of processing activity – Working document

European Network of Regional and Local Councillors

PART 1 - Record	
1. General Information	
Reference number	RDI-1
Last update	27/11/2023
Controller	European Committee of the Regions
Directorate	Directorate D
Unit	D.I - Coordination, planning, impact Outreach strategy
Contact details	EU-Councillors@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
Processor(s)	European Commission/Directorate General for Communication Networks, Content and Technology (DG CONNECT)
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 is to facilitate the operation and management of the European Network of Regional and Local Councillors, that is an initiative run by the CoR for local or regional politicians having a political mandate at regional or local level in one of the EU Member States. Personal data received from the EU-Councillors is necessary to ensure that the network operates and carries out its functions. Specifically, the processing of personal data is necessary for: • the operation and management of the network; • the approval of the membership for being part of the EU-Councillors group on the Futurium platform and of the EU-Councillors' Facebook group; • the communication activities such as webinars, meetings and networking sessions with CoR members and EU experts, exchange of correspondence, sending invitations to flagship events, political debates and meetings at EU, national and local level, as well as distribution of a weekly info flash and a monthly newsletter; • the organisation of training on social media tools and channels, as well as digital masterclasses and coaching; • the conducting of surveys to gather members ideas and proposals on how to develop the network further.

Categories of persons whose personal data are processed	Regional and local politicians who are elected representatives in a government, parliament or assembly of a region, city, town, province, municipality or village and hold an active mandate.
Categories of personal data processed	- Name (first and last name); - Email; - Gender (How one identifies oneself); - Languages; - Country; - Name of the locality represented; - Postcode of the locality; - Region (or equivalent); - Political mandate or function; - National political party; - Political affiliation at European Level; - Mandate End date (upload proof/link of the mandate); - Name of other(s) member(s) of the CoR from the applicants' city or region.
Recipients of the personal data	Access to the personal data collected for the processing operation in question is provided to the authorised personnel of the CoR and its processor responsible for carrying out this processing operation according to the “need to know” principle: - Moderators and administrators from Directorate D of CoR collect personal data via the applications in EU Survey filled in by the candidate to become part of the EU Councillors network. Once confirmed that the candidate fulfils the condition of having a current political mandate at regional or local level in one of the EU Member States, the members are invited to create an account via EU-Login in order to have access to the network group (link provided) and benefit from the range of services available to them, as well as are integrated in the CoR's Data management database (Dynamics 365). - Staff members of the processor at DG Connect have access, under the Data Processing Agreement, to the necessary personal data of the network members for the purposes of adding members to the group; giving management role to some members; sending notifications (depending on members preference); taking care of the platform maintenance and development. - The members of the European Network of Regional and Local Councillors have access to the name of the other members, as well as to the information the members provided themselves in the EU Councillors group in Futurium or in the EU Councillors Facebook group.
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	Personal data necessary for the management of the network (including the management of contact lists for correspondence) is stored in the CoR's Data management database (Dynamics 365) and in the service providers’ (processor) database for as long as the data subject participates in the group and for a maximum period of 3 (three) years afterwards. Once the mandate has expired and if an individual member ceases to be a member of the network, unit D.I will remove the person from the EU-Councillors member's list and informs the processor to do alike in due time.

General description of security measures, where possible	The security measures are those of the tools used, so notably: - EU Survey - Dynamics 365 - Futurium platform - Facebook
Data protection notice	https://eesccor.sharepoint.com/:w:/r/teams/CoRDataProtection/Library/CoR%20Processes/Dir%20D/DI/D-Futurium/FUTURIUM_DPN.docx?d=w6d7d22867a774ba2aa9d6638c66096b0&csf=1&web=1&e=SYhffk