



European Committee
of the Regions

Record of processing activity – Working document

European Week of Regions and Cities

PART 1 - Record

1. General Information

Reference number	RD2-3
Last update	25/09/2023
Controller	European Committee of the Regions
Directorate	Directorate D
Unit	D.2 Events and local dialogues
Contact details	EURegionsWeek@cor.europa.eu
Joint controller	European Commission, Directorate-General for Regional and Urban Policy (DG REGIO), Unit A2 Communication, regio-A2-communication@ec.europa.eu
Joint controllership arrangement	RD2-3
DPO contact details	data.protection@cor.europa.eu
Processor(s)	Processor of DG REGIO: TEAMWORK Headquarter: 8, rue du Dahomey - 75011 Paris - France www.teamwork.fr Processor of CoR: PRAC SIS Headquarter: Place Communale d'Auderghem 8, 1160 Auderghem www.pracsis.be/
Data processing agreement	RD2-3

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<ul style="list-style-type: none">- registration of participants to the event;- communication activities linked to the organisation of the event (before and after the event);- collecting data of participants for security purposes;- images and video recording in order to be published in the framework of the event;- registration as user of the website via EU Login: some functionalities of the website allow the users to interact with each other and initiate discussions.
Categories of persons whose personal data are processed	Participants and organisers to the event of the European Week of the Regions

<p>Categories of personal data processed</p>	<p>The online registration platform collects:</p> <ul style="list-style-type: none"> - as mandatory data: <ul style="list-style-type: none"> • Gender (or prefer not to reply) • Country • Representing organisation or citizen. If organisation then organisation details and function • Thematic interests - as optional data: <ul style="list-style-type: none"> • Alias • User short description • Telephone number • Personal profile picture • Personal website • Personal social media - Conditional to an onsite participation (for security reasons. deleted every 31/12) <ul style="list-style-type: none"> • Date of birth • Document type: ID or passport • ID card number/ passport • ID expiration date • Date of issue
<p>Recipients of the personal data</p>	<p>Access to your personal data is provided to the Commission and CoR staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.</p> <p>The recipients of the data are the Communication unit of DG REGIO, the European Committee of the Regions – Communication directorate and their contractors</p> <ul style="list-style-type: none"> - A cookie consent banner is displayed on the website where users can select to accept or reject first and third party cookies. - First party cookies are linked to users' session management and analytics. - Parts of the website could contain videos from YouTube photos from Flickr social media content from Twitter or Facebook. - The EURegionsWeek Youtube channels will contain recorded videos of the sessions. - Participants in the European Week of Regions and Cities to facilitate interactivity around the themes linked with the European Week of Regions and Cities through a dedicated event platform accessible from the EURegionsWeek website. - Bodies in charge of a monitoring or inspection task in accordance with EU legislation and in case required to do so by law. - Organisers from the Commission and the Committee of the Regions and their contractors. - Other workshop organisers to which participants specifically chose

	<p>to register, for the purpose of accepting their registration and where needed allowing access to their premises.</p> <p>- Where needed, list of participants (including name/surname/nationality/ID or passport n° and validity date/date of birth) is introduced in the V-PASS information system or sent by e-mail to the Security Office of the Commission for access control purposes by security guards to Commission's premises (under the responsibility of DG HR/DS -see record DPR-EC-00655).</p>
Transfers of personal data to a third country or an international organization	No, personal data are not transferred to non-EU Members states or international organisations.
Retention period of the personal data	<p>The joint data controllers only keep the data for as long as follow-up actions to the event are necessary, considering the purpose(s) of the processing of personal data: the European Week of Regions and Cities and its community.</p> <p>The partner or the participant's account and data as members of the community remain in the system until the user unsubscribe and delete it manually.</p> <p>ID card details collected to access onsite premises for security reasons will be deleted by the end of the year of the event edition.</p> <p>Reports containing personal data will be archived according to the Commission's legal framework.</p> <p>By default, all personal data will be deleted from the databases 1 year after the last action in relation to the event.</p>
General description of security measures, where possible	<p>Data is secured on Commission servers and on contractors premises; a security convention is established between the contractors and the Commission.</p> <p>Standard Dynamics security.</p>
Data protection notice	https://cor.europa.eu/sites/default/files/2024-07/dpn-european_week_of_regions_and_cities-rd2-3.pdf