



European Committee  
of the Regions

## Record of processing activity – Working document

### Exit interviews (OBSOLETE)

#### PART 1 - Record

##### 1. General Information

Reference number	RE3-11
Last update	30/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	Mobilite_CdR@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	<p>The purpose of an exit interview is to gather useful feedback from staff leaving the institution that can help guide future practices and improve retention of experienced and qualified staff within the institution.</p> <p>The exit interviews have the following objectives:</p> <ol style="list-style-type: none"><li>1) Learn about a person's reasons for departure</li><li>2) Yield information on the institution, working environment, working culture, management at unit level and directorate level, development perceptions.</li><li>3) Provide a safe forum for feedback.</li><li>4) Examine ways to extend network and establish bridges between CoR and staff leaving.</li><li>5) Provide opportunities for the staff member to leave on a positive note</li></ol>
Categories of persons whose personal data are processed	<p>Officials leaving the institution in order to take up employment elsewhere, if they accept the invitation for an exit interview.</p> <p>Other staff members (for example temporary agents and contractual agents) who actively contact the Mobility Cell for an exit interview.</p>

<p>Categories of personal data processed</p>	<p>The person in charge of the Mobility service within Unit E3 will be notified about departures from the institution.</p> <p>The following data will be handled in the process:</p> <ul style="list-style-type: none"> <li>- Full name,</li> <li>- Unit and Directorate of departure within the Committee of the Regions</li> <li>- the personal opinion of the leaving staff member.</li> </ul> <p>The aggregated report on the basis of individual replies will be done in such a way that it will not be possible to track back any individual replies to the actual respondent.</p>
<p>Recipients of the personal data</p>	<p>Personal data will only be disclosed to the processor and the delegated processors within E3.</p> <p>As reporting is foreseen solely on aggregated, anonymous data (key statistics, key development areas, key strengths and recommended corrective action) no one else will be recipients of the data disclosed.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>No</p>
<p>Retention period of the personal data</p>	<p>In line with the policy established for the conduction of exit interviews at the Committee of the Regions, reporting is foreseen to be provided on four indicators (key statistics, key strengths, key development areas, recommended corrective actions) once a year to the Secretary General as well as to the Director of Directorate E – HR and Finance.</p> <p>Therefore, any personal data will be destroyed once the reporting has been ensured, and only aggregated anonymous data will be kept.</p>
<p>General description of security measures, where possible</p>	<p>Any personal data will be destroyed after one year, once the reporting has been ensured, and only aggregated anonymous data will be kept</p> <p>All data are processed solely for the purposes of collecting globalised, aggregate data on the institution as a place of employment and detect reasons for departures.</p> <p>Nobody apart from the controller and the two delegated controllers has access to the individual replies. It will not be possible to track back the replies to the actual respondents.</p> <p>Participants will be made aware of the above.</p>
<p>Data protection notice</p>	<p><a href="https://eescor.sharepoint.com/:w:/r/teams/CoRDataProtection/Library/02%20CoR%20Processes/Dir%20E/E3/Exit%20interviews/DPN-Exit_interviews-EN-2023.docx?d=w33175cb337e4478eb567e6dff67e86cf&amp;csf=1&amp;web=1&amp;e=Xkcrx2">https://eescor.sharepoint.com/:w:/r/teams/CoRDataProtection/Library/02%20CoR%20Processes/Dir%20E/E3/Exit%20interviews/DPN-Exit_interviews-EN-2023.docx?d=w33175cb337e4478eb567e6dff67e86cf&amp;csf=1&amp;web=1&amp;e=Xkcrx2</a></p>