



European Committee  
of the Regions

## Record of processing activity – Working document

### External meetings

#### PART 1 - Record

##### 1. General Information

Reference number	RA2-1
Last update	30/11/2023
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.2 Bureau, plenary and central meeting service
Contact details	<ul style="list-style-type: none"><li>- Greffe@cor.europa.eu</li><li>- For audiovisual recordings (e.g. video/TV footage, webstreaming, photos) Directorate D - Communication is responsible (Dir-D-contact-point@cor.europa.eu).</li><li>- For filing the audiovisual information, Unit A.1 – Service to Members is responsible (Transparence@cor.europa.eu)</li><li>- For webstreaming, Unit D.3 is responsible (corwebstreaming@cor.europa.eu)</li></ul>
Joint controller	The inviting National Delegation (holding the Presidency of the Council of the European Union)
Joint controllership arrangement	<a href="#">RA2-1</a>
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	Streamovations (the contractor of CoR for the web-streaming) (TO BE CONFIRMED OR AMENDED)
Data processing agreement	<a href="#">RA2-1</a>

##### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<ul style="list-style-type: none"><li>- Register participants for the external meetings and activities</li><li>- Provide access to the venues, the meetings and the activities</li><li>- Fulfil the communication objectives linked to the external meetings and activities (with the consent of participants)</li><li>- Storing of audiovisual data for the memory of the institution; and opening of those data to the public</li><li>- Administrative obligation of establishing the proceedings of the external meetings (Bureau and Conference of Presidents)</li><li>- Sending invitations to participants to future events the CoR may organise (with the consent of participants only)</li></ul>
Categories of persons whose personal data are processed	<ul style="list-style-type: none"><li>- Members</li><li>- EU statutory staff</li><li>- Registered external participants/visitors</li></ul>

<p>Categories of personal data processed</p>	<p>The following personal data will be processed:</p> <ul style="list-style-type: none"> <li>• information necessary for the registration: title, first name, last name, country, e-mail, phone number, name of organisation</li> <li>• information necessary for access to the conference venue: first name, last name, date of birth, nationality and ID card / passport number</li> <li>• information necessary for the smooth organisation of the external meetings and activities: date and time of arrival and of departure, means of transport to reach the meeting venue, accommodation during the external meetings and activities, food allergies</li> </ul> <p>Data subject's consent is required for:</p> <ul style="list-style-type: none"> <li>• photos, audio and video recordings and web streaming related to the external meetings and activities</li> <li>• invitations to future events the CoR may organise</li> </ul>
<p>Recipients of the personal data</p>	<p>The recipients of data subject's data will be the CoR (in particular Unit A2, as the main organiser of the external meetings and activities) and the national delegation and/or its representatives who are also in charge of the co-organisation, management and follow-up of this event. Additionally, the contractor of the CoR who makes audio and video recordings and video web-streaming at the local premises in line with the actual request made by Unit A2 – Statutory Bodies and Meetings.</p> <ul style="list-style-type: none"> <li>· The "Registry" sector of Unit A2 receives the audio-visual recordings and if requested the video web-streaming of the Bureau meeting. The "Registry" sector of Unit A2 also sends the material to Unit A1 for storage.</li> <li>· Directorate for Communication D: produces and distributes audio-visual material such as videos, TV footage, photos, web-streaming, etc. This Directorate publishes pictures and videos from meetings (on the intranet, internet and social media).</li> <li>· Unit A1 – Documentation center / "Archives" and "Transparency" sectors: they are in charge of filing all analog and digital material (including audiovisual information).</li> </ul>
<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>	<ul style="list-style-type: none"> <li>- Data (excluding photos, audio and video recordings that have been published and personal data provided for accreditation purposes) will be kept for a maximum period of 12 months after the end of the event, unless the data subject explicitly agreed to his/her contact details being kept in order to receive invitations to future similar events organised by the CoR.</li> <li>- Audio-recordings made for transcription purposes: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting</li> <li>- Webstreaming: max. 5 years</li> </ul>

	<ul style="list-style-type: none"><li>- Audio-recordings and audio-visual recordings (video, TV footage, photo etc.): part of historical archives, opened to the public after a period of 30 years</li></ul>
General description of security measures, where possible	<p>The person responsible for making and handling the recording shall ensure that adequate measures are in place to prevent any tampering with the recording.</p> <ul style="list-style-type: none"><li>- Depending on the type of the audio-visual material, the recordings are stored in the shared drive of the relevant Directorate and Unit, with access granted only to colleagues in charge of processing audio-visual material.</li><li>- The webstreaming is stored in a specific server for webstreaming.</li><li>- The social media accounts are the CoR's official accounts.</li></ul>
Data protection notice	<a href="#">RA2-1</a>