



European Committee
of the Regions

Record of processing activity – Working document

Guests and speakers external to the CoR

PART 1 - Record

1. General Information

Reference number	RA3-3
Last update	23/12/2025
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.3 Protocol and interinstitutional correspondence
Contact details	Boris ESSENDER Chef du Protocole Head of Unit A3 - Protocol and Institutional Correspondence JDE 4129 Tel. +32 2 282 2390 protocole@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
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	Your personal data may be collected and processed for the following purposes related to the organization and follow-up of your visit: - to register you and your delegation for your in person visit to the CoR, or for your virtual visit to the CoR; - to give you access to the venue, or to the virtual Interface; - to offer you the best possible service and offer you any further assistance you might need; - for communication purposes: pictures and videos of the guests and external speakers may be taken during the meeting and may be used for the purpose of promoting the CoR activities internally (e.g. Power Point, activity reports, publications) and externally (e.g. social media, web, etc. with your consent only); - to compile aggregated statistics about guests and speakers external to the CoR for reports and analysis.
Categories of persons whose personal data are processed	Guests and speakers external to the CoR.

<p>Categories of personal data processed</p>	<p>The following personal data is collected to be able to welcome guests and external speakers invited to attend meetings organized by CoR:</p> <ul style="list-style-type: none"> - First name and last name, position and organization name, country, language, email address & mobile phone of the guest or external speaker. - First name and last name, position and organization name, country, language, email address & mobile phone of members of the people who will accompany them to the venue. - Information on their vehicle and driver (car type and colour, number plate, driver’s name and phone number); - Copyright-free press photo in high resolution that can be shown in the plenary room and different CoR communication tools; - Draft or final speech to facilitate the work of our interpreters, but also – with their permission – to make it accessible, after delivery, on CoR's website. <p>These above-mentioned personal data are also collected for accreditation purposes for guests or external speakers to be able to access CoR premises, according to the requirements of the Security Service. For additional information, please refer to the accreditation privacy statement.</p> <p>The CoR is not responsible for recordings (such as photographs or videos) made by meetings participants in a private capacity.</p> <p>After the contribution of the external guests and speakers, the Protocol and Institutional Correspondence Unit may provide the following:</p> <ol style="list-style-type: none"> 1. In most cases, professional photographs taken by CoR photographers during and shortly after the contribution. These photos may be shared with the guest or their delegation via WhatsApp or, at a later stage, made available online through the CoR’s Flickr account. 2. If the guest or external speaker participated remotely, the CoR can provide them with the video of their participation on request. 3. Information about their participation may be published as news items or as press releases on the CoR website or on social media channels. 4. CoR communication staff may contact the guest or external speaker, or their team, to coordinate communication activities (e.g. requesting a quote) and will subsequently share a copy of any published news item or press release.
<p>Recipients of the personal data</p>	<p>Your personal data will be processed by the Protocol and Institutional Correspondence Unit. Access to your personal data will be granted only to CoR staff responsible for carrying out this processing operation and to other authorised staff, strictly on a “need-to-know” basis. All such staff are bound by statutory confidentiality obligations and, where applicable, additional confidentiality agreements.</p> <p>CoR security and accreditation services, as well as a limited number of other authorised CoR staff, will also have access to the personal</p>

	data of guests and external speakers invited by the CoR, strictly on a need-to-know basis.
Transfers of personal data to a third country or an international organization	The collected personal data will NOT be transferred to any third country nor any international organizations.
Retention period of the personal data	The data are kept for one year after their visit. In the event of security incidents and investigations, this period will be extended and the need duly documented.
General description of security measures, where possible	N/A
Data protection notice	Published internally.