



European Committee
of the Regions

Record of processing activity – Working document

Hosting Events, Conferences, Exhibitions

PART 1 - Record

1. General Information

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| Reference number | RD2-6 |
| Last update | 14/07/2025 |
| Controller | European Committee of the Regions |
| Directorate | Directorate D |
| Unit | D.2 Events and local dialogues |
| Contact details | conferencesCdR@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

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| Purpose(s) of the personal data processing | <p>The purposes of the processing operations carried out by the CoR include:</p> <ul style="list-style-type: none">- Facilitating physical access to CoR premises via the accreditation and eVisitor systems;- Providing logistical and organisational information regarding the event/exhibition;- Ensuring the coordination and implementation of the event/exhibition;- For designated contact persons from the organiser(s), publication of professional contact information on the CoR event webpage and communication to relevant CoR internal services. |
| Categories of persons whose personal data are processed | Organisers and participants of events (conferences, seminars, participatory sessions, etc.) and exhibitions, hosted at the CoR. |
| Categories of personal data processed | <p>a) For eVisitor registration purposes: Full name (surname and first name), email address.</p> <p>b) For access to CoR premises (if not in possession of an EU badge): Full name, email address, date of birth, nationality, identity card/passport number. The identity document may be scanned for verification purposes.</p> <p>c) For VIP participants: Full name, function/title, affiliated organisation, vehicle registration number.</p> <p>d) For participants with an EU official badge: Full name, and email</p> |

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| | <p>address.</p> <p>e) For organiser contact persons: Full name, email address, telephone number.</p> |
| Recipients of the personal data | <ul style="list-style-type: none"> - Designated CoR staff involved in the coordination, organisation, management, and follow-up of the event/exhibition; - CoR security personnel for accreditation and building access purposes. |
| Transfers of personal data to a third country or an international organization | Personal data will not be transferred to a non-EU member state and/or international organisation. |
| Retention period of the personal data | Organisers' and participants' personal data will be retained for 12 months following the event/exhibition. |
| General description of security measures, where possible | <p>In case of paper files, they are stored in closed cupboards in the offices of the staff, members of the team in unit D2 coordinating hosted events and exhibitions and are destroyed immediately after the event or the exhibition.</p> <p>Regarding digital data: Data is secured on Commission's servers and on contractors' premises; a security convention is established between the contractors and the Commission. At the CoR, the files are stored on a shared drive, to which staff of the Events Unit D2 plus a limited number of staff with management/horizontal tasks in Directorate D and IT helpdesk colleagues in Directorate L have access to; and on a functional mailbox, to which the Events and Exhibition teams in the organising Unit D2 have access. Data is deleted or anonymised and archived after the event/exhibition and during a maximum of 12 months storage period.</p> |
| Data protection notice | https://cor.europa.eu/sites/default/files/2025-07/DPN%20for%20Hosting%20Event-Conference-Exhibition.pdf |