



European Committee
of the Regions

Record of processing activity – Working document

Individual rights

PART 1 - Record

1. General Information

Reference number	RE3-9
Last update	03/10/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	individual-rightscor@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	The purpose of the processing is to draw up decisions on the fixing/modification/removal of individual and financial entitlements and to forward the files to the Payroll Unit (Unit E1), responsible for the execution of payments by persons carrying out its duties at the CoR, in particular concerning: entitlements to entry into and termination of service (in particular determining the place of origin/place of recruitment expatriation/expatriation, daily allowances, installation/relocation, removal and travel expenses) as well as the fixing/removal of entitlements during the career (family allowances, anti-cumulative allowances, transfer of the education allowance and tax abatement, revision of the place of origin, annual travel expenses, etc.).
Categories of persons whose personal data are processed	All officials, temporary and contract staff and seconded national experts whose rights are fixed at entry into service and throughout the career according to their family or personal situation shall also be concerned members of their families, namely spouses, dependants, persons with custody of children and dependants.
Categories of personal data processed	The following personal data are part of the individual file and are managed in the Sysper application: Data relating to the person concerned and his/her career: — surname, first name — address

	<ul style="list-style-type: none"> — telephone, fax — staff number — date of birth — date of birth/death of staff member — nationality — place of origin and place of recruitment — civil status and effective date — date of entry into service — place of employment — date of termination of service — career data: grade and step, type of contract, CCP, Parental leave — banking data <p>Family data:</p> <ul style="list-style-type: none"> — spouse: surname, first name, date of birth, professional activity — dependants: surname, first name, date of birth, dependent child allowance, education allowance, allowance received elsewhere — third party with custody of the child: surname, first name, address, bank account
<p>Recipients of the personal data</p>	<p>The individual entitlements sector of Unit E3 in Directorate E Human Resources and Finance, Head of Unit E3, the relevant initiating financial and operational staff, competent financial and operational auditors, authorising officer (subdelegate) responsible, the Appointing Authority/AECE responsible in accordance with Rule 73 of the CoR Rules of Procedure, the Internal control and LAM office in unit EI and its deputy Head of unit, where applicable the Director (and/or Deputy Director) of Directorate E, the Head of the Cabinet of the Secretary-General, Secretary-General and, where appropriate, and within their respective powers, Legal Service, Internal Audit, the European Commission (in the context of the use of the Sysper application), Court of Justice, Court of Auditors, OLAF, or also the National Family Allowance Fund (to request/exchange information in order to avoid double payments of allowances).</p> <p>In the case of a transfer to another European institution or agency, the individual file of the person concerned shall be forwarded to the competent authorities of the host institution or agency. In the context of cross-checks between the European institutions and agencies, the institution communicates personal data of agents/officials to the other European institutions/agencies in order to establish jointly between institutions/agencies the pecuniary rights. The persons concerned shall be informed of decisions fixing and/or correcting their rights. The staff members concerned are:</p> <ol style="list-style-type: none"> 1/the spouses/parents (married or not, divorced or separated) both active or retired in European institutions/agencies 2/the staff member/official transferred between European institutions/agencies
<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>The data are kept in the individual file of the official/staff member concerned (see the specific privacy statement concerning individual files). They are also available throughout the career of the person</p>

	concerned in Sysper, the computerised application used at the CoR for human resources management.
General description of security measures, where possible	Concerning physical files Physical files are processed and archived in CoR offices, in locked cabinets in the absence of the manager. Concerning electronic files Electronic files are managed in Sysper, IT application under the responsibility of the Commission.
Data protection notice	RE3-9