



European Committee
of the Regions

Record of processing activity – Working document

Interregional Groups

PART 1 - Record

1. General Information

Reference number	RA2-3
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	greffe@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	<ul style="list-style-type: none">- Maintaining the register of the secretariats of interregional groups, in order to contact them for the organisation of their meetings;- Publishing the contacts on the CoR website, on the interregional group webpage: https://cor.europa.eu/en/our-work/Pages/Interregional-groups.aspx <p>As regards audio-recordings: The purpose of the audio-recording is the transcription of the minutes.</p> <p>The purpose of webstreaming is communication and publicity (For the generic ROPA of Web-streaming you can refer to RD3-4) The purpose of audio-visual recordings such as videos, TV footage, photos etc. made by the CoR's Directorate for Communication, based on the CoR's communication priorities, is in response to a media request, for media coverage or for press activities.</p>
Categories of persons whose personal data are processed	<ul style="list-style-type: none">- Secretariats of interregional groups- For audiovisual recordings: CoR members, staff of CoR members, registered external participants.

Categories of personal data processed	<ul style="list-style-type: none"> - Name; - Surname; - Phone number; - E-mail address; - Post address; and - If recordings are made, the audio-recording, video-recording, audio-visual recording, webstreaming and photographs.
Recipients of the personal data	<p>CoR staff, CoR members, coordinators of national delegations and people wishing to contact the secretariats of the interregional groups.</p> <p>Audio-recordings and webstreamings are made by Unit A2 ("Technical support in meetings") and transcribed by the Registry. Audio-visual material, such as videos, TV footage, photos, webstreaming, etc. are made by the Directorate for Communication D and published on the intranet, internet and social media. The Documentation center (Unit A1) is in charge of filing the audiovisual material.</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>5 years (CoR mandate). Data published on the CoR website are cancelled (HOW???) when the secretariats are no longer in charge of these duties.</p> <p>As regards audio-visual recordings:</p> <ul style="list-style-type: none"> - Audio-recording: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting. - Webstreaming: max. 5 years - Audio-visual recordings (video, photo): part of historical archives, opened to the public after a period of 30 years
General description of security measures, where possible	<p>Storage of excel documents in electronic format in the unit shared drive, with access granted only to colleagues working at the Registry.</p> <p>As regards audio-visual recordings:</p> <ul style="list-style-type: none"> - The person responsible for making and handling the recording shall ensure that adequate measures are in place to prevent any tampering with the recording. - 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. - The webstreaming is stored in a specific server for webstreaming. - The social media accounts are the CoR official accounts.
Data protection notice	<p>https://cor.europa.eu/sites/default/files/2025-04/dpn_interregional_groups.pdf</p>