



European Committee  
of the Regions

## Record of processing activity – Working document

### Invitation of Journalists

#### PART 1 - Record

##### 1. General Information

Reference number	RD1-2
Last update	19/01/2024
Controller	European Committee of the Regions
Directorate	Directorate D
Unit	D.1 Press office, relations with media
Contact details	pressecdr@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	ICF Next (17 Avenue Marnix, 1000 Brussels, Belgium, T + 32 2 275 01 00) IP Travel (Rue du parc, 10 – 1160 Brussels, Belgium T +32 2 340 08 08)
Data processing agreement	Available internally

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

Purpose(s) of the personal data processing	<p>The CoR invites journalists to attend its meetings and events and to accompany members in the course of their work, as well as eventually organise their travel and/or accommodation. For these purposes, the CoR requires journalist's personal data via the registration form, which will be processed in order to:</p> <ul style="list-style-type: none"><li>• receive notifications and information about the event to which journalists are invited;</li><li>• facilitate booking travel arrangements and accommodation;</li><li>• provide access to the venue of the event (badge);</li><li>• based on journalists consent, to be added into the CoR Contact Management Database so to receive press releases and news, as well as to be informed about other CoR activities.</li></ul>
Categories of persons whose personal data are processed	Journalists who are invited by CoR to attend ts meetings and events and to accompany members in the course of their work.
Categories of personal data processed	<ul style="list-style-type: none"><li>• Data necessary for the registration to the event and collected for communication purposes: First Name, Last Name, Email, Phone number, Location, Title of the media, Job Title.</li><li>• Data for accreditation/access to the venue: First Name, Last</li></ul>

	<p>Name, Identification card number.</p> <ul style="list-style-type: none"> <li>Data collected for travel arrangements and accommodation: First Name, Last Name, date of birth, email address, nationality, phone number, location, ID or press card number.</li> </ul> <p>We will never share any personal data for direct marketing purposes.</p>
Recipients of the personal data	<p>The following organisations or individuals will have access to all or parts of the collected data on a need-to-know basis:</p> <ul style="list-style-type: none"> <li>Relevant CoR staff members (all data collected);</li> <li>IP Travel and ICF Next, the contractors assisting in the organisation of the travel and accommodation (all data relevant for travel requirements).</li> </ul>
Transfers of personal data to a third country or an international organization	<p>Personal data are not transferred to non-EU Member States or to international organisations, except when an event is organised outside of the EU.</p>
Retention period of the personal data	<p>Your data related to the organisation of the specific travel and/or accommodation to an event will be retained only for the time needed to fulfil to this end. and for a maximum period of 12 months. Data relating to financial transactions are retained for a period of 5 years following the discharge of the financial exercise and will be automatically removed at the end of the respective period or when no longer needed.</p> <p>Your personal data provided in order to receive press releases and news and to be informed about other CoR activities are, by default, kept for an indefinite period, either in an active or inactive status in the CoR Contact Management Database. Data is no longer used after you opt out of all CoR content. Data is deleted without undue delay and in any event within one month upon receipt of your request to do so (see further also the specific Data protection notice on the CoR Contact Management Database)</p>
General description of security measures, where possible	N/A
Data protection notice	<p><a href="https://cor.europa.eu/sites/default/files/2024-07/dpn-invitation_of_journalists-rd1-2.pdf">https://cor.europa.eu/sites/default/files/2024-07/dpn-invitation_of_journalists-rd1-2.pdf</a></p>