



European Committee
of the Regions

Record of processing activity – Working document

Laissez-passer

PART 1 - Record

1. General Information

Reference number	RA1-3
Last update	30/04/2024
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.1 Services to members
Contact details	onestopshop@cor.europa.eu
Joint controller	European Commission
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	N/A
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The data is collected and processed with the purpose to issue a laissez-passer, which is a secure travel document to be used by the applicants, when travelling and having been authorized to attend CoR meetings and events.
Categories of persons whose personal data are processed	CoR Members (full members and alternates) CoR staff
Categories of personal data processed	Category of the applicant in the CoR (member or staff) Biographical data requested for the issuance of a laissez-passer: - surname; - first name; - nationality; - date of birth; - gender; - place of birth. In addition, a copy of the applicant's passport is made and an application form must be signed.
Recipients of the personal data	Access to data has to be granted to: - The staff in Unit A1 (Services to members) (email: OneStopShop@cor.europa.eu) in order to process the requests for issuing a laissez-passer and to respond to possible enquiries from the

	<p>European Commission (EC) and from police/security authorities in EU countries and in third countries.</p> <ul style="list-style-type: none"> - CoR legal services and internal audit unit, in case needed. - The staff of the EC central service in charge of issuing a laissez-passer (during the second phase: Enrolment) shall have access to the personal data collected, as the CoR transmits the biometrical data to the EC, so the latter can continue the process of issuing an EU laissez-passer. Such staff abide by statutory, and when required, additional confidentiality agreements.
<p>Transfers of personal data to a third country or an international organization</p>	<p>No, personal data are not transferred to non-EU member states or to international organisations.</p>
<p>Retention period of the personal data</p>	<p>The retention period is limited to the period of validity of the issued laissez-passer (maximum 6 years for staff members and maximum for the duration of the mandate plus six (6) months for members). The biographical data are kept in Agora by the delegated controller for the time necessary to carry out the tasks of the CoR service in charge of LP during the mandate of the person concerned. The retention period for the further processing by the EC is detailed in the EC Data protection record (DPR-EC-02010.1) on Issuance of the laissez-passer of the European Union (EU LP).</p> <p>In general according to Article 4 of Council Regulation 1417/2013, a laissez-passer shall be issued for a maximum period of six years and for no less than twelve months.</p> <p>a) For biographical personal data: The retention period should be limited to the duration of validity of the issued EU LP. Personal biographical data are deleted upon expiration of a maximum of 6 years validity period running as from the date of issuance of the laissez-passer. This retention period is without prejudice of longer storage time of the same data for other purposes, for instance of cases of audit or control activities, in other systems of the institution of origin. At the end of those retention periods, the biographical personal data will be erased from the EC laissez-passer central service databases.</p> <p>b) For biometrical data, the retention should be limited to the need as defined by the state of the art, for all holders (normal and/or special applicants as well as ad hoc holders) as defined in the EC relevant privacy statement.</p> <p>At the expiration of the validity of the laissez-passer, you must return it to be cancelled and/or partially or totally destroyed. After this process, in case it is cancelled but not totally destroyed, it may be kept by the holder. In that case, both biographical and biometrical data continue accessible on the invalid laissez-passer under the sole responsibility of the holder.</p>
<p>General description of security measures, where possible</p>	<p>Only colleagues working in the service in charge have access to edit data encoded for issuing a laissez-passer.</p> <p>The limited access rights are given by IT on a "need to know" basis. Storage of word/pdf documents in electronic format in the unit's shared drive, with access granted only to colleagues working at One Stop Shop service.</p>

Data protection notice

Published internally