



European Committee
of the Regions

Record of processing activity – Working document

Legislative footprint

PART 1 - Record

1. General Information

Reference number	RA1-6
Last update	30/08/2023
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.1 Services to members
Contact details	OneStopShop@cor.europa.eu
Joint controller	N/A
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	<p>On 4 July 2023, The CoR Bureau adopted Regulation n° 6/2023 on transparency measures at the CoR in accordance with the Interinstitutional Agreement of 20 May 2021 between the European Parliament, the Council of the European Union and the European Commission on a mandatory transparency register (IIA). Pursuant to this Regulation, starting 1 January 2024, CoR rapporteurs may, on a voluntary basis, and under their exclusive responsibility, draw up a 'legislative footprint', collecting a non-exhaustive list of organisations and individuals from whom the rapporteur has received input in drawing up the opinion or report. The case being, the legislative footprint shall be included to the file related to the opinion or report in the CoR archives.</p>
Categories of persons whose personal data are processed	The name of natural persons interacting with the concerned rapporteur for the purposes of drafting a CoR opinion or report.
Categories of personal data processed	The "legislative footprint" processes personal data of person of individuals acting in their name and in a self-employed capacity or together with the name of a legal person (organisation, group, association or network).
Recipients of the personal data	a) Within the organisation Within the CoR, the personal data on interest representatives having

	<p>provided input to the elaboration of an opinion or report are shared with the CoR staff members assigned to the Commission secretariats working with the designated rapporteurs, with the staff of the CoR Archives department in unit A1 as well as, potentially, with the CoR staff members of the OneStopShop within unit A1 (as service responsible for the horizontal coordination of the process on behalf of the controller).</p> <p>b) Outside the organisation As the file related to CoR opinions and reports includes public documents in the sense of Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents, the legislative footprint accompanying CoR opinions or reports are accessible to the general public, on request, along with the other documents of the file.</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>The legislative footprint shall be included into the file related to the opinion or report in the CoR archives. As they relate to the EU legislative process, all documents included in the file of an opinion or report – including the legislative footprint – are as a rule kept for an indefinite period or time. Such open ended transparency allows the citizen, including scientific researchers (be it for contemporary or historic analytical purposes), to follow the activities and be aware of the potential influence of interest representatives on a given CoR opinion or report.</p> <p>To be noted that, pursuant to the provisions of Council Regulation (EEC, Euratom) 354/83 (last amended by Regulation 496/2015), after 30 years, the CoR transfers its 'historical archives' to the Historical Archives of the European Union (HAEU), located in Florence.</p>
General description of security measures, where possible	<p>Regarding paper files: The paper archives are kept and processed in secure areas which are accessible only to authorised personnel.</p> <p>Regarding digital data: The digital archives are stored and processed on dedicated drives with limited access rights, on a strict need-to-know basis.</p>
Data protection notice	https://cor.europa.eu/sites/default/files/2024-07/dpn-legislative_footprint-ra1-6.pdf