



European Committee  
of the Regions

## Record of processing activity – Working document

### Mandate of DPO

#### PART 1 - Record

##### 1. General Information

Reference number	RDPO-1
Last update	06/05/2024
Controller	European Committee of the Regions
Directorate	Multiple directorates
Unit	Multiple units
Contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
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>Personal data are collected and processed in the framework of the mandate of the DPO, in order to:</p> <p>(a) inform and advise the CoR (controller and delegated controllers) or their processors and the employees, who carry out processing of their obligations pursuant to the EUDPR and other Union data protection provisions or any request for advise concerning the interpretation or application of Regulation (EU) 2018/1725;</p> <p>(b) to ensure in an independent manner the internal application of the EUDPR; to monitor compliance with this Regulation, with other applicable Union law containing data protection provisions and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, the raising of awareness and training of staff involved in processing operations, and the related audits;</p> <p>(c) to ensure that data subjects are informed of their rights and obligations pursuant to the EUDPR and that their rights and freedoms are not adversely affected by Commission's processing operations;</p> <p>(d) to provide advice where requested, in particular as regards personal data breaches, data protection impact assessments, and prior consultation of the European Data Protection Supervisor</p>
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	<p>(EDPS);</p> <p>(e) to investigate matters and occurrences directly relating to the DPO's tasks (either on the latter's own initiative or at the request of the controller or its processor, the staff committee concerned or any individual), and report back to the person who commissioned the investigation or to the controller or its processor;</p> <p>(f) to make recommendations to the controller or its processor for the practical improvement of data protection and advise them on matters concerning the application of data protection provisions;</p> <p>(g) to respond to requests from the EDPS; within the sphere of the DPO's competence, to cooperate and consult with the European Data Protection Supervisor upon request (e.g. in relation to complaints transmitted or inspections launched by the latter) or on the DPO's own initiative.</p> <p>Your personal data will not be used for an automated decision-making including profiling.</p>
<p>Categories of persons whose personal data are processed</p>	<p>Any individuals such as applicants, natural persons who brings to the attention of the DPO any matter alleging a data breach, who requests that the DPO monitors, investigates or audits a specific processing activity or the CoR, who consults the DPO on any matter concerning the interpretation of the EUDPR, who complains to the EDPS pursuant to Art. 63 and 68 of the EUDPR...</p>
<p>Categories of personal data processed</p>	<p>The DPO may collect and further processes any type of personal data obtained:</p> <ul style="list-style-type: none"> <li>• from the data subjects where they exercise their rights under the EUDPR and consult the DPO;</li> <li>• from the delegated controllers where they consult the DPO or request monitoring, notify a data breach, in case of investigations or audits;</li> <li>• from the EDPS in relation to the complaints transmitted or inspections launched by the EDPS;</li> <li>• by own initiative when investigating for ensuring compliance by the delegated controllers.</li> </ul>
<p>Recipients of the personal data</p>	<p>The DPO, who is responsible for carrying out this processing operation, has access to your personal data. Access is, on a case-by-case basis, provided also to other CoR authorised staff in accordance with the 'need to know' principle.</p> <p>In case of a data processing concerning the CoR-EESC joint services, your data may be shared, where needed, with the DPO of the European Economic and Social Committee (EESC).</p> <p>Please note that pursuant to Article 3(13) of the EUDPR, public authorities (e.g. the EDPS, Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law, shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.</p>

Transfers of personal data to a third country or an international organization	No, data will not be transferred to a third country or international organisation.
Retention period of the personal data	<p>The DPO only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely: Personal data concerning requests to exercise a right, complaints or requests for an investigation (including at the DPO's own initiative) are kept for ten years. After that period of time the files are destroyed or, if they serve statistical purposes, anonymized (Article 4(1) (b) and (e) of the Regulation (EU) 2018/1725).</p> <p>Where needed to process a request to exercise a right, to deal with a complaint or a request for an investigation, personal data in an ID card or a passport serves for identification purposes only and will be destroyed one year after the identity has been established.</p>
General description of security measures, where possible	All general measures provided for in the EUDPR (e.g. DPIA if needed etc).
Data protection notice	<a href="https://cor.europa.eu/sites/default/files/2024-07/dpn-mandate_of_the_data_protection_officer_dpo-rdpo-1.pdf">https://cor.europa.eu/sites/default/files/2024-07/dpn-mandate_of_the_data_protection_officer_dpo-rdpo-1.pdf</a>