



European Committee  
of the Regions

## Record of processing activity – Working document

### National Delegations Coordinators

#### PART 1 - Record

##### 1. General Information

Reference number	RA2-4
Last update	05/02/2024
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	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	<ul style="list-style-type: none"><li>- Taking notes of the appointment of the Coordinators of National Delegations (NDCs);</li><li>- Inserting the data of the NDCs in the CoR database (Agora), to specify the point(s) of contact for each national delegation;</li><li>- Adding the NDCs e-mails to the distribution list _National Coordinators CoR, to be able to send them communications concerning the CoR activities;</li><li>- Publication on the CoR website.</li><li>- The meetings of the NDCs may be audio-recorded in order to transcribe the minutes.</li></ul>
Categories of persons whose personal data are processed	<ul style="list-style-type: none"><li>- National Delegations Coordinators</li><li>- For the audio-visual recordings: Coordinators and CoR staff</li></ul>
Categories of personal data processed	<ul style="list-style-type: none"><li>- Name;</li><li>- Surname;</li><li>- Professional phone number;</li><li>- Professional e-mail address;</li><li>- Professional postal address; and</li><li>- If recordings are made, the audio-voice.</li></ul>

Recipients of the personal data	<p>- The data are available to the colleagues having access to the Agora database, depending on the access rights given by IT on a "need to know" basis.</p> <p>- Audio-recordings are made by Unit A2 ("Technical support in meetings") and transcribed by the Registry.</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>Data are kept and published in different applications by the controller for the time necessary to carry out the tasks of the various CoR departments during the mandate of the person concerned. The personal contact data are saved in the CoR database for historical and statistical purposes even after the period of mandate, pursuant to the rules on archives set out in CoR Decision No 214/2008 and Council Regulation No 354/1983.</p> <p>The data are deleted from the website when NDCs are relieved from their duties. The e-mail address is immediately removed from the mailing list.</p> <p>As regards the audio-recordings, the files are destroyed, as soon as the relevant minutes are approved, or at the latest, six (6) months after the date of the meeting.</p>
General description of security measures, where possible	<p>Recording in a database (Agora) available only for colleagues working in the CoR and with limited access rights given by IT on a "need to know" basis.</p> <p>Storage of audio-visual recordings and of word/pdf documents in electronic format in the unit's shared drive, with access granted only to colleagues working at the Registry.</p>
Data protection notice	<p><a href="https://cor.europa.eu/sites/default/files/2025-04/dpn-national_delegations_coordinators.pdf">https://cor.europa.eu/sites/default/files/2025-04/dpn-national_delegations_coordinators.pdf</a></p>