



European Committee
of the Regions

Record of processing activity – Working document

Newsroom

PART 1 - Record

1. General Information

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| Reference number | RD3-5 |
| Last update | 03/04/2024 |
| Controller | European Committee of the Regions |
| Directorate | Directorate D |
| Unit | D.3 Digital communication and IT strategy |
| Contact details | newsdatacontrol@cor.europa.eu |
| Joint controller | N/A |
| Joint controllership arrangement | Available internally |
| DPO contact details | data.protection@cor.europa.eu |
| Processor(s) | The European Commission Directorate-General for Communication Networks, Content and Technology (DG CONNECT) (CNECT-MEWSROOM-SUPPORT@ec.europa.eu) |
| Data processing agreement | Available internally |

2. Purpose and description of the personal data processing

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| Purpose(s) of the personal data processing | <p>Personal data may be collected and processed for the use of Newsroom, which is a tool that allows CoR to send newsletters or notifications in the areas of CoR's activities and political groups activities upon data subjects request.</p> <p>The controller and the processor collect and further process personal data, upon one's subscription to the respective newsletter depending on the topic of interests and the frequency of notifications.</p> <p>This allows the subscribers to receive information that they have requested on important developments, activities, events, initiatives or thematic issues in the area of the CoR's activities, consultations of the CoR's commissions (CIVEX, COTER, ECON, ENVE, NAT, SEDEC) and news, in particular through events, news, opinions, publications, regional news, studies.</p> |
| Categories of persons whose personal data are processed | <ul style="list-style-type: none">- Internal to the organisation: Staff working for the CoR;- External to the organisation: General public, Members of CoR, staff of Member States' authorities, journalists, the academic/scientific/research community, law firms, etc. |

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| <p>Categories of personal data processed</p> | <p>Categories of personal data:</p> <ul style="list-style-type: none"> - Name, surname; - Email address; - Organisation; <p>Additional personal data is needed for providing the subscribers with a more personalised information and for generating anonymised statistics:</p> <ul style="list-style-type: none"> - Frequency of the newsletter (daily/weekly); - Type of information preferred (events, news, opinions, publications, regional news, studies); - Preferred language(s); - Topics of interest. |
| <p>Recipients of the personal data</p> | <ul style="list-style-type: none"> - Within the CoR: CoR staff responsible for carrying out this processing operation and other authorised CoR staff according to the “need to know” principle. - Outside the CoR: European Commission's staff, who is the processor for managing the subscriptions of the subscribers to the respective newsletter/notification system. In particular the processor (DG CONNECT) collects the e-mail address of each subscriber, their topic of interests and the frequency of the notifications. Personal data needs to be processed by the processor in order for the service to be provided to the controller. Such staff abide by statutory, and when required, additional confidentiality agreements. <p>The processor is bound by the signed Data Protection Agreement (DPA) between the parties and by the confidentiality obligations deriving from the EUDPR Regulation (EU) 1725/2018. Pursuant to Article 3(1) of Regulation (EU) 2018/1725 public authorities (e.g. 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 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. The personal data collected will not be given to any third party, except to the extent and for the purpose required by law.</p> |
| <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 controller and the processor only keep personal data for the time necessary to fulfil the purpose of collection, namely until the data subjects unsubscribe from the mailing list.</p> <p>Depending on the technical solutions available, subscribers can either write to the dedicated functional mailbox and ask to be unsubscribed from the mailing list or follow the unsubscribe link in the information email they have received. Appropriate action shall be taken within one month of receiving the request.</p> <p>In case where data is kept for statistical purposes, subscriber's additional data (frequency, type of information, preferred language(s), topics of interest) may be kept for five years after a subscriber erases his/her account or unsubscribes from the mailing list.</p> |

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| <p>General description of security measures, where possible</p> | <p>All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the processor (EC).</p> <p>All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46, of 10 January 2017, on the security of communication and information systems in the European Commission.</p> <p>In order to protect personal data, the processor has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.</p> |
| <p>Data protection notice</p> | <p>https://cor.europa.eu/sites/default/files/2025-04/dpn-newsroom.pdf</p> |