



European Committee
of the Regions

Record of processing activity – Working document

Observers

PART 1 - Record

1. General Information

Reference number	RA2-5
Last update	30/11/2023
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	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	<ul style="list-style-type: none">- Identifying observers and access needs;- Delivering observatory badges, valid in the premises of the plenary session and the JDE building.
Categories of persons whose personal data are processed	People wishing to attend the plenary session but not owning a CoR badge.
Categories of personal data processed	<ul style="list-style-type: none">- Name;- Surname;- Organisation;- E-mail;- Passport number;- Nationality (optional),- Motivation to attend the plenary session,- Day(s) of access.
Recipients of the personal data	The data shall be sent to the Security for checking and for the preparation of access badges.
Transfers of personal data to a third country or an international organization	No

Retention period of the personal data	As from the registration and for a maximum of 6 months after the plenary session.
General description of security measures, where possible	The excel list is kept in the Registry shared drive, which is accessible only to people working at the Registry. The data on the survey are deleted after the plenary session.
Data protection notice	Published internally