



European Committee
of the Regions

Record of processing activity – Working document

Payment execution and recovery of revenues

PART 1 - Record

1. General Information

Reference number	RE1-1
Last update	04/08/2023
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.1 Annual budget and finance
Contact details	accounting-cor@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">- Execution of all payments of the CoR, validated by the responsible Authorising Officers, in accordance with the Financial Regulation and Internal Financial rules.- Validation of recovery orders and recovery of the amounts.
Categories of persons whose personal data are processed	<ul style="list-style-type: none">- CoR's members- Staff members- Suppliers- Customers
Categories of personal data processed	Name, address, bank account number. This information already exists in ABAC or is encoded in ABAC by the responsible financial actors
Recipients of the personal data	Financial Institutions
Transfers of personal data to a third country or an international organization	No, your personal data are not transferred to non-EU Member states or to international organisations.
Retention period of the personal data	All paper files are kept within the service for a period of 5 years after Parliament's discharge.

	<p>Afterwards, they are sent to the historical archives of the CoR. Electronic files are kept in ABAC/SAP by DG BUDG pursuant to their data protection rules.</p>
<p>General description of security measures, where possible</p>	<p>Regarding paper files To prevent unauthorised access to the paper files, the storage room is closed and locked by salary staff every evening.</p> <p>Regarding electronic files Access to the IT systems: ABAC and SAP is protected by an ECAS passwords (the European Commission's authentication service).</p>
<p>Data protection notice</p>	<p>Published internally</p>