



European Committee
of the Regions

Record of processing activity – Working document

Public Procurement

PART 1 - Record

1. General Information

| | |
|----------------------------------|--|
| Reference number | RE4-2 |
| Last update | 25/09/2024 |
| Controller | European Committee of the Regions |
| Directorate | Directorate E |
| Unit | E.4 Financial management |
| Contact details | <p>Public Procurement Service (Unit E4): SVC-MARCHES-PUBLICS@cor.europa.eu see contact details (name, email) in the specific invitation to tender.</p> <p>The delegated controllers are the members of the CoR Public Procurement Service (PPS) within Unit E4 as well as the staff members designated as members of the opening/evaluation committees for the tender procedure in question.</p> <p>Where tenders are submitted via the e-Submission platform made available by the European Commission's DIGIT, also DIGIT is invested with a limited role as data processor (in hosting the IT platform on which the tenders are submitted/stored in an encrypted manner and in giving technical access, on request of the CoR PPS, to a specific tender file for staff designated as member of an opening/evaluation committee). DIGIT colleagues have no access nor handle do they handle the CoR tenders submitted/stored on their IT platform.</p> |
| Joint controller | N/A |
| Joint controllership arrangement | Available internally |
| DPO contact details | data.protection@cor.europa.eu |
| Processor(s) | Where tenders are submitted via the e-Submission platform made available by the European Commission's DIGIT, also DIGIT is invested with a limited role as data processor (in hosting the IT platform on which the tenders are submitted/stored in an encrypted manner and in giving technical access, on request of the CoR PPS, to a specific tender file for staff designated as member of an opening/evaluation committee). |
| Data processing agreement | Available internally |

2. Purpose and description of the personal data processing

| | |
|--|---|
| Purpose(s) of the personal data processing | Management and administration of procurement procedures by the CoR. |
|--|---|

| | |
|--|--|
| Categories of persons whose personal data are processed | The tenderer and its staff or subcontractors (natural persons). |
| Categories of personal data processed | Information may relate to the following data: -Name; -Function; -Contact details (e-mail address, professional telephone number, mobile phone number, fax number, postal address, company and department, country of residence, internet address); -Certificates proving payment of social security contributions and taxes, extract from the judicial record; -Bank details (IBAN and BIC codes), VAT number, passport number, identity card number; -Information for the assessment of the selection criteria: expertise, technical and language skills, training, professional experience, including detailed information on previous and current jobs; -Declaration on honour that they are not in one of the situations of exclusion provided for in the Financial Regulation (see point 4, first indent, above). |
| Recipients of the personal data | Access to personal data is given or may be given (either in paper or digital format) to the following persons: -staff of the CoR (responsible for managing the procurement procedure and evaluating the tenders) or other EU institutions (in the case of an interinstitutional call for tenders); -persons and bodies charged with monitoring or inspection tasks in application of Union law (e.g. internal audit services, specialised financial irregularities bodies, the Data Protection Officer of the CoR, the European Data Protection Supervisor); -the legal service of the CoR and the competent court in the event of a judicial appeal; -the general public. If a contract is awarded to you by the CoR, some of your personal data will be made public, in accordance with the CoR's obligation to publish information on the outcome of the procedures for the award of contracts covered by the budget of the European Union. The information on the award shall include the name of the contractor, the amount legally committed and the subject of the contract for which a contract has been awarded. They will be published in Supplement S in the Official Journal of the European Union and/or on the CoR website for contracts worth more than EUR 15.000. |
| Transfers of personal data to a third country or an international organization | No, your data will not be transferred to a non-EU State or an international organisation. |
| Retention period of the personal data | Your personal data are kept: a) the files relating to the tender procedures, including personal data, shall be kept in the department responsible for the procedure until the completion of the procedure, and in the archives for a period of at least five years from the date on which the European Parliament grants discharge in respect of the financial year to which the last payment relates (see Article 75 of the Financial Regulation). At the end of the above period, the files are transferred to the Archives department, where they are kept for 15 years. At the end of this period, the tender files containing personal data are |

| | |
|---|--|
| | <p>sampled and transferred to the archives for conservation. The non-sampled files are destroyed.</p> <p>b) the conservation period is extended beyond the one mentioned in point a), the case being, until the end of any audit or administrative or judicial procedure.</p> |
| <p>General description of security measures, where possible</p> | <p>Regarding paper files The integrity of the original tenders is guaranteed in the following way: stored in secured rooms in Directorate E (Unit E4) during the whole tendering procedure. Following the signature of the contract, all documents for the call for tender procedure, are stored under the responsibility of the AOSD within the operational service.</p> <p>Regarding electronic files Tenders received electronically are retained either in the digital e-Submission platform or in the functional e-mail box of the CoR public procurement sector: COR-Marches-Publics@cor.europa.eu (or equivalent). Tenders stored in e-Submission are made accessible only to the members of the CoR public procurement service and to the members of the opening or evaluation committees designated for the procurement procedure in question. The functional mailbox is accessible solely by the members of the CoR public procurement service. Tenders submitted therein are made available only to the members of the opening or evaluation committees designated for the procurement procedure in question. An electronic archive of the basic documents relating to the procurement procedure is stored in the protected shared drive of the sector.</p> |
| <p>Data protection notice</p> | <p>Published internally</p> |