



European Committee
of the Regions

Record of processing activity – Working document

Publication of meetings

PART 1 - Record

1. General Information

Reference number	RA1-5
Last update	12/10/2023
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.1 Services to members
Contact details	OneStopShop@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	<p>On 4 July 2023, The CoR Bureau adopted Regulation n° 6/2023 on transparency measures at the CoR in accordance with the Interinstitutional Agreement of 20 May 2021 between the European Parliament, the Council of the European Union and the European Commission on a mandatory transparency register (IIA). Pursuant to this Regulation, starting 1 January 2024, office-holding CoR members and rapporteurs shall make public information on all meetings held by them in their official capacity as CoR member with interest representatives falling under the scope of the IIA. More specifically, at the latest two months following the meeting, the following information shall be made public on the CoR website: date of the meeting, location of the meeting, subject of the meeting, name of the CoR office holding member or rapporteur and name of the interest representative.</p>
Categories of persons whose personal data are processed	<p>The categories of persons whose data are processed are interest representatives falling under the scope of the IIA, that is to say: any natural or legal person, or formal or informal group, association or network that interact with CoR office holding members or rapporteurs to engage in 'covered activities' with the objective of influencing the formulation or implementation of policy or legislation, or the decision-making processes of the institutions in the sense of article 3 IIA.</p> <p>Interest representatives' data shall not be processed:</p>

	<p>* when they perform 'not-covered activities' pursuant to article 4§1 IIA (such as experts making submissions to direct and specific requests from the institution or its representatives for factual information, data or expertise or when they make submissions to a stakeholder consultation in the framework of a legal administrative procedure established by Union law);</p> <p>* when they are excluded from the scope of IIA in accordance to article 4§2 IIA (such as public authorities on national or subnational level and their associations or networks, political parties and members or staff of EU institutions);</p> <p>* when they meet with CoR office holding members or rapporteurs outside the latter's official quality as CoR member (for instance when they meet them in private or in the context of the local or regional mandate on the basis of which they have been appointed to the CoR).</p>
Categories of personal data processed	In addition to information regarding the date, location and subject of the meeting as well as on the CoR member with whom they meet, the personal data processed is the name of the interest representative (be it a natural or legal person, or formal or informal group, association or network).
Recipients of the personal data	<p>a) Within the organisation CoR staff members assigned to the secretariats working with the designated office-holding members and rapporteurs as indicated under point 2 (for publication purposes) as well as, potentially, CoR staff members of the OneStopShop within unit A1 (as service responsible for the horizontal coordination of the process on behalf of the controller).</p> <p>b) Outside the organisation The general public (the meeting lists with interest representatives' personal data are made accessible to any person consulting the related pages of the CoR website).</p>
Transfers of personal data to a third country or an international organization	No, personal data are not transferred to non-EU Members States or to international organisations.
Retention period of the personal data	<p>For meetings with office-holding members, the meeting lists with interest representatives' personal data shall be available on the concerned member's pages for the duration of their mandate as an office-holding member. If the member's mandate is renewed in the same office-holding position or in a different office-holding position, the list shall remain and will keep being updated. In the event of successive mandates in an office-holding position, data shall not be kept for more than 10 years.</p> <p>For meetings with rapporteurs, the meeting lists with interest representatives' personal data shall be available for a period of ten years following the adoption of the opinion or report in question. If a member is appointed rapporteur for consecutive opinions or reports, the previous list shall remain and will keep being updated without prejudice to the deletion of data after a period of ten years following the adoption of a previous opinion or report.</p> <p>When an office-holding member or rapporteur ceases to be member of the CoR, the information shall no longer be available on-line but may still be accessed pursuant to the provisions of Regulation</p>

	1049/2001 on the public's right of access to documents of Community institutions and bodies, without prejudice to the deletion of data after a period of ten years.
General description of security measures, where possible	Personal data are stored on shared folders with limited access to CoR staff members on a need to-know basis in function of the member having a meeting with interest representatives (as indicated under "Recipients").
Data protection notice	https://cor.europa.eu/sites/default/files/2024-07/dpn-publication_of_meetings-ra1-5.pdf