



European Committee
of the Regions

Record of processing activity – Working document

Regional Offices

PART 1 - Record

1. General Information

Reference number	RA2-6
Last update	05/02/2024
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 the regional offices in Brussels;- Delivering observatory badges to representatives of the regional offices in Brussels (valid until 31 December of the next year after its issue) and also valid in the buildings of the European Commission (EC)- Keeping a register of the persons working for regional offices authorised to hold a CoR badge.- Communication purposes by Directorate D on CoRs campaigns and events.
Categories of persons whose personal data are processed	Persons working in regional offices (maximum two) and who have requested a CoR yearly badge.
Categories of personal data processed	<ul style="list-style-type: none">- Name of office/country;- Name of the Head of the office;- Name and email address of the holder of the badge.
Recipients of the personal data	<ul style="list-style-type: none">- The data are sent to the CoR security service, which is in charge of delivering the badges;- The data is also shared with Directorate D in case a communication needs to be made on one of the CoR's priority campaigns or events.

Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	The list of applications is kept for one year. The e-mail exchange and the application forms received are kept for two years.
General description of security measures, where possible	Storage of excel document in electronic format in the unit shared drive, with access granted only to colleagues working at the Registry. The e-mail correspondence is kept in the Registry functional mailbox which is accessible only to the colleagues working at the Registry.
Data protection notice	https://cor.europa.eu/sites/default/files/2024-10/dpn_access_badges_for_regional_offices.pdf