



European Committee
of the Regions

Record of processing activity – Working document

Register of Charters of financial actors

PART 1 - Record

1. General Information

Reference number	REI-3
Last update	08/08/2023
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.I - Strategic use of resources, smart house
Contact details	PlanningReportingCoR@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>When a new financial actor is appointed, it is required he/she signs the charter of financial actors, as foreseen in CoR decision n° 14/2018 on the Internal financial rules for implementing the Committee of the Regions section of the general budget of the EU. The purpose of the processing is to ensure every financial actor knows his/her duties and obligations under general and CoR financial regulations. To this aim they are to sign the charter of financial actors in order to officially confirm this knowledge.</p> <p>Name, signature and position of the AOS are collected and archived in Unit EI, in accordance with the requirements of the Financial Regulations.</p>
Categories of persons whose personal data are processed	CoR and EESC Staff members appointed as financial actors for the CoR.
Categories of personal data processed	Name, signature and position in the CoR organigram.
Recipients of the personal data	CoR Local Authorisations Managers within Directorate E Human resources and finances and any financial actor can consult the signed charters, as well as the Court of Auditors.

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	Following art 75 of the FR, 5 years minimum from the date on which the EP grants discharge for the budgetary year during which appointment of the financial actor was terminated.
General description of security measures, where possible	<p>Regarding paper files Signed charters as well as the registry are kept as part by unit EI in the archives, in a locked cabinet.</p> <p>Regarding digital data The data (register and scans) are stored on a shared drive accessible only to appointed Local Authorisations Managers and the Head of Unit EI.</p>
Data protection notice	Published internally