



European Committee  
of the Regions

## Record of processing activity – Working document

### Social files

#### PART 1 - Record

##### 1. General Information

Reference number	RE3-17
Last update	27/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	Social-Service-CoR@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
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	The personal data are collected and processed in order: -to assist the active and retired staff member in resolving administrative questions, as well as assist in difficult personal, financial and/or family situations by means of assessing the situation. From the assessment, give information, advice and/or refer to an organisation/health care provider; -to contact family members of a deceased staff member.
Categories of persons whose personal data are processed	-Active staff members and their families of the European Committee of the Regions: officials, temporary and contract staff, interim, trainees. -Retired staff members and their families of the European Committee of the Regions.
Categories of personal data processed	-Contact details of staff member and their family. -Medical, financial, professional, legal, personal and family information related to the question of the staff member concerned. -Supporting documents. -Written notes, letters, decisions related to the personal and/or family situation of the staff member and its family. -Any information which has been asked by the staff member to be

	added to his/her social file.
Recipients of the personal data	<ul style="list-style-type: none"> <li>-The Social Worker at the European Committee of the Regions in order to execute his/her duties.</li> <li>-The competent authority (Appointing Authority) when an Individual Decision related to financial or social matters needs to be signed.</li> <li>-The staff members of the Joint Sickness Insurance Scheme's (JSIS) helpdesk and other PMO departments in order to advise in the implementation of health and accident coverage</li> </ul>
Transfers of personal data to a third country or an international organization	The personal data are not transferred to non-EU Member States or international organisations.
Retention period of the personal data	<ul style="list-style-type: none"> <li>- For active staff members: maximum 3 years after the end of their career at the European Committee of the Regions, if they don't retire as staff members of the CoR.</li> <li>- For retired staff members: maximum 3 years after their death, if and as soon as the date of death is known by the Social Service.</li> <li>- For deceased staff members: maximum 3 years after their death.</li> </ul>
General description of security measures, where possible	<p>Regarding paper files:</p> <ul style="list-style-type: none"> <li>- A paper file, linked to a staff member receives a chronological number. This number is written in a separate booklet, that is kept in a closed cupboard.</li> <li>- The paper file is added in a folder that is kept in a closed cupboard, together with the separate booklet. The key is put in another cupboard which is then opened at the arrival at the office and closed before leaving the office.</li> </ul> <p>Regarding electronic files:</p> <ul style="list-style-type: none"> <li>- An electronic file of a staff member receives a chronological number. The number is written in a separate booklet, that is kept in closed cupboard. It is the same number that corresponds to the paper file.</li> <li>- The electronic file is saved on a USB-stick with a security password. The USB-stick is put in another cupboard that is opened at the arrival at the office and closed before leaving the office.</li> </ul>
Data protection notice	Published internally