



European Committee
of the Regions

Record of processing activity – Working document

Staff Committee

PART 1 - Record

1. General Information

Reference number	RSC-1
Last update	23/05/2024
Controller	European Committee of the Regions
Directorate	Multiple directorates
Unit	Multiple units
Contact details	CoR-staff-committee@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>The data will be processed for the following purposes:</p> <ul style="list-style-type: none">- to conduct activities with the aim of representing the interests of staff and ensuring ongoing contact between the institution and its staff;- to conduct voluntary survey is to gather feedback about the CoR staff's interests and views, to identify issues and ultimately to make the views of the CoR staff heard;- to organise regular election: The election panel uses personal data for the preparation of the voters' list and the nominations and the actual voting during the staff elections.
Categories of persons whose personal data are processed	Staff members
Categories of personal data processed	<p>The following categories/types of personal data may be processed:</p> <ul style="list-style-type: none">- e-mails sent to or from the Staff Committee functional mailbox or between Staff Committee members may contain personal data of the staff concerned;- internal reports, newsletters or documents may contain in some cases the above data as well;- in case of complaints related to promotions, information concerning the professional activities of the staff members, directly or indirectly;- sensitive data may be collected and processed in exceptional

	<p>circumstances, for example when a staff member reports on particular issues or the difficulties they may experience.</p> <p>For the surveys the personal data processed are limited to:</p> <ul style="list-style-type: none"> - name of the Directorate you work for, - type of contract, - function group, - length of service in EU institutions/CoR - gender - views/perceptions on staff-related issues at the CoR, including on wellbeing at work and work/private life balance. <p>Optional information includes age, unit, nature of the post and number of years in the current post.</p> <p>For the elections the following data may be processed:</p> <ul style="list-style-type: none"> • Preparation of the voters list <ul style="list-style-type: none"> - Last name; - first name; - contract type; - duration of the contract; - email address. • Voting during Staff Elections <ul style="list-style-type: none"> - The voters' list; - email addresses are entered in the Belenios voting system by the members of the election panel; - nominations - last name, first name and function group are added in the Belenios voting system by the members of the election panel. <p>Belenios is a software installed on the EESC/CoR election server administered by the IT unit.</p>
<p>Recipients of the personal data</p>	<p>Staff member of the CoR and Joint Services.</p> <p>For the surveys: the personal data are only accessed by the service responsible for organising the survey (members and secretariat of the Staff Committee) and for processing the data. All personal data are pseudonymised and are only further processed in an anonymous way. Breakdown of results from the survey per organisational unit can be executed only in so far as anonymity can be ensured. Individual answers to the survey will never be disclosed.</p> <p>For the elections: he members of the election panel.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>No, your personal data are not transferred to non-EU Member States or to international organisations.</p>
<p>Retention period of the personal data</p>	<p>Your data are stored for a maximum period of six years.</p> <p>For the surveys: the database containing the individual answers to the survey will be destroyed 12 months after the final processing. For the result of the survey, all personal data are pseudonymised and are only further processed in an anonymous way.</p> <p>For the elections: the list of CoR staff members, used for preparation of the voters' list and the nominations, is deleted by the election panel one month after the elections.</p>

General description of security measures, where possible	See the applicable security measures of the applied tools.
Data protection notice	Published internally