



European Committee
of the Regions

Record of processing activity – Working document

Staff Missions

PART 1 - Record

1. General Information

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| Reference number | RE4-3 |
| Last update | 09/08/2023 |
| Controller | European Committee of the Regions |
| Directorate | Directorate E |
| Unit | E.4 Financial management |
| Contact details | svc-missions-cdr@cor.europa.eu |
| Joint controller | N/A |
| Joint controllership arrangement | Available internally |
| DPO contact details | data.protection@cor.europa.eu |
| Processor(s) | Carlson Wagons-lits Travels |
| Data processing agreement | Available internally |

2. Purpose and description of the personal data processing

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| Purpose(s) of the personal data processing | The purpose of the processing operation is to allow staff to go on mission for professional reasons. |
| Categories of persons whose personal data are processed | CoR staff leaving on mission for professional reasons. |
| Categories of personal data processed | Surname, first name, address, CoR staff number, professional telephone number, professional email. |
| Recipients of the personal data | Members of the CoR Missions Service, authorising officers from the budget line for missions' expenses, verification cell, accounts, and members of the travel agency company linked to the CoR by a contract relating to staff missions. Hierarchical superiors and OIA in the assignment services (operational initiate staff) have access to it for the missions of members of their service/unit/directorate. |
| 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 | 5 years after the date of discharge by the EP for the budget year in which the mission is carried out. |
| General description of security measures, where possible | Electronic storage – functional mailbox of the Missions Service (svc-missions-cdr@cor.europa.eu). |

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| | <p>Staff missions are encoded in the MIMA application managed by the Missions Service. Only the members of that department, the authorising officers responsible for the budget heading for missions and the verification service have access to it in full. The line managers and OIA in the department to which they are assigned (operational initiating agents) have access to it for missions by members of their department/unit/directorate. The rest of the staff have access only for their own tasks. A Windows password is needed to access MIMA.</p> <p>The data are also transmitted to the travel agency via its online travel management tool.</p> <p>Finally, for budgetary and statistical monitoring reasons, BO reports are taken from MIMA and stored in Excel spreadsheets in the Missions department alone. These spreadsheets are password-protected.</p> |
| Data protection notice | Published internally |