



European Committee
of the Regions

Record of processing activity – Working document

Staff Mobility

PART 1 - Record

1. General Information

Reference number	RE4-4
Last update	09/08/2023
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.4 Financial management
Contact details	mobilityandtransport@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	The purpose of the processing is to allow the reimbursement of certain costs related to staff mobility from and to the place of work, namely public transport season tickets.
Categories of persons whose personal data are processed	CoR staff members wishing to be reimbursed for public transport season tickets.
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 Mobility Service, authorising officers for the mobility budget line, verification unit, accounting.
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 in respect of the budget year in which the reimbursement is made.
General description of security measures, where possible	Concerning physical files Applications for reimbursement of public transport season tickets shall be submitted in paper format. They are filled in by the staff member and then reach the relevant service. These requests are also seen by the authorising officer by the verification and accounting

	<p>services. They are then archived under key to the Mobility Service.</p> <p>Electronic files For budgetary and statistical monitoring reasons, Excel spreadsheets are compiled within the Mobility Service alone. These spreadsheets are password-protected.</p>
Data protection notice	Published internally