



European Committee
of the Regions

Record of processing activity – Working document

Staff surveys

PART 1 - Record

1. General Information

Reference number	RE3-20
Last update	26/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	COR-Staff-Survey@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 CoR invites staff members, on a voluntary basis, to provide the administration with their appreciation of how the CoR is perceived as employer on topics related to job satisfaction, such as career possibilities, the balance between private and professional life and internal communication. The outcome will form the basis for an action plan to be developed with the purpose of finding solutions to those areas which need attention.</p> <p>The purpose is to gather staff members' views on the CoR as their employer so that the HR services can detect positive and negative aspects relating to job satisfaction.</p> <p>Data is at all times processed anonymously.</p>
Categories of persons whose personal data are processed	Data subjects are all CoR staff members, who answer staff surveys on a voluntary basis.
Categories of personal data processed	<p>The private data processed is limited to the name of the Directorate of employment, gender and length of service in EU institutions.</p> <p>No registration will be made of name, staff number, email address or IP address.</p>

	Optional information includes age, unit, nature of current post and number of years in current post.
Recipients of the personal data	<p>The individual data are only accessed by the service responsible for organizing the survey and processing of the anonymous data.</p> <p>Heads of service can ask for aggregated results concerning their service. Breakdown of the results per organisational unit can be executed but only in so far as anonymity can be ensured. Individual replies will never be disclosed.</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	Personal data are kept as long as follow-up actions to the survey are necessary with regard to the purpose of the processing of personal data as well as for the survey and its related management.
General description of security measures, where possible	<p>Regarding paper files Paper files of reports are locked in secured cupboards.</p> <p>Regarding electronic files The database containing the anonymous individual answers to the survey will be destroyed 12 months after the final processing The management of the data is limited to the staff members designated within the Directorate E – HR and Finance who have access to the respective functional e-mail addresses. Data will be stored on HR-servers/clouds; individual PCs are only accessible via individual passwords.</p>
Data protection notice	Published internally