



European Committee
of the Regions

Record of processing activity – Working document

Statutory Meetings

PART 1 - Record

1. General Information

Reference number	RA2-7
Last update	30/11/2023
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.2 Bureau, plenary and central meeting service
Contact details	- Greffe@cor.europa.eu - Directorate for Communication – Deputy Director, e-mail: Dir-D-contact-point@cor.europa.eu - Unit A1 – Documentation center – Head of Unit, email: Transparence@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	a). Registering invited guests and observers for the meetings and providing them access to the venue(s) of the meeting. b). Depending on the audio-visual recording activity, the purpose may vary: - Transcribing of CoR meeting debates for drafting minutes; - Storing of data for the memory of the institution and opening of those data to the public - Publishing CoR activities; - Communicating about CoR activities, including on the social media; - Acting upon a media request, for media coverage, press activities or communication priorities of the Directorate for Communication.
Categories of persons whose personal data are processed	- CoR Members - EU statutory staff

	- Registered external participants/visitors
Categories of personal data processed	<p>a). Information necessary for registration and to access the meeting venue(s): name, surname, organisation, e-mail, passport/ID number, date of birth, nationality (optional), motivation to attend, day(s) of access.</p> <p>b). Audio-recording, video-recording, audio-visual recording, webstreaming and photo made during the meeting.</p>
Recipients of the personal data	<p>a). Personal data collected for registration purposes shall be sent to the Security for checking and for the preparation of access badges.</p> <p>b).</p> <ul style="list-style-type: none"> • Unit A2 – Statutory Bodies and Meetings: The "Technical support in meetings" sector makes audio and video recordings for all statutory meetings in our meeting rooms or off-site (in the building of the European Parliament of the European Commission or at other local premises). They also ensure video web-streaming on request for meetings held in our premises (meeting rooms and open areas). <ul style="list-style-type: none"> • The "Registry" sector of Unit A2 receives the audio-recordings of the Bureau and of the plenary sessions for drafting the minutes. The "Registry" sector of Unit A2 also sends the material to Unit A1 for storage. • The "Task Force Conference of Presidents" of Directorate A receives the audio-recordings of the Conference of Presidents for drafting the minutes. • Directorate for Communication D: produces and distributes audio-visual material such as videos, TV footage, photos, web-streaming, etc. This Directorate publishes pictures and videos from meetings (on the intranet, internet and social media). • Unit A1 – Documentation center / "Archives" and "Transparency" sectors: they are in charge of filing all analog and digital material (including audiovisual information).
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>a) Temporary badges: Data collected for issuing an entrance temporary badge for one of the above meetings are kept for a maximum of 6 months after the meeting ().</p> <p>Recordings made during the Conference of Presidents: - Audio-recording: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting. - Audio-visual recordings (video, photo): part of historical archives, opened to the public after a period of 30 years.</p> <p>Recordings made during the Bureau: - Audio-recording: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting. - Audio-visual recordings (video, photo): part of historical archives, opened to the public after a period of 30 years.</p>

	<p>Recordings made during the Plenary session:</p> <ul style="list-style-type: none"> - Audio-recording: part of historical archives, opened to the public after a period of 30 years - Webstreaming: max. 5 years - Audio-visual recordings (video, TV footage, photo etc.): part of historical archives, opened to the public after a period of 30 years
<p>General description of security measures, where possible</p>	<ul style="list-style-type: none"> - The person responsible for making and handling the recording shall ensure that adequate measures are in place to prevent any tampering with the recording. - Depending on the type of the audio-visual material, the recordings are stored in the shared drive of the relevant Directorate and Unit, with access granted only to colleagues in charge of processing audio-visual material. - The webstreaming is stored in a specific server for webstreaming. - The social media accounts are the CoR's official accounts.
<p>Data protection notice</p>	<p>Published internally</p>