| European Committee of the Regions | **Record of processing activity – Working document**<br><br>**Stronger Together: CoR & Permanent Representations HR Dialogue** |
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| **PART 1 - Record** | |
| **1. General Information** | |
| Reference number | RE2-22 |
| Last update | 21/11/2025 |
| Controller | European Committee of the Regions |
| Directorate | Directorate E |
| Unit | E.2 Recruitment and career |
| Contact details | Delegated controller: recruitment@cor.europa.eu<br><br>Staff member within the delegated controller's Unit taking care of the DPN and RoPA: Sabrina Osman, sabrina.osman@cor.europa.eu |
| Joint controller | N/A |
| Joint controllership arrangement | N/A |
| DPO contact details | data.protection@cor.europa.eu |
| Processor(s) | N/A |
| Data processing agreement | N/A |
| **2. Purpose and description of the personal data processing** | |
| Purpose(s) of the personal data processing | The personal data of the data subjects will be processed in order to:<br>- register them for the Stronger Together: CoR & Permanent Representations HR Dialogue<br>- provide access to the venue<br>- fulfil the communication objectives of the Stronger Together: CoR & Permanent Representations HR Dialogue (with their consent only)<br>- share their name with the other participants (with their consent only)<br>- send them invitations to future meetings the CoR may organise (with their consent only)<br><br>The CoR is not responsible for recordings (such as photographs or videos) made by participants in a private capacity. |
| Categories of persons whose personal data are processed | HR staff rom different EU representations. |
| Categories of personal data processed | The following personal data will be processed:<br>- information necessary for data subjects' registration: title, first name, last name, country, e-mail, phone number, name of |

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| | organisation.<br>- information necessary for access to the CoR:<br>a). if they are a visitor (not in possession of an EU official badge), the following personal data will be processed: surname, first name, date of birth, nationality and ID card / passport number.<br>b). if they are in possession of an EU official badge, the following personal data will be processed: surname and first name.<br>- Information necessary for parking access: license plate number<br>- Information related to special assistance requests: any details you provide regarding accessibility or support needs.<br><br>To ensure that all participants can access our premises and events comfortably, they may choose to share information about any accessibility or assistance requirements they have (for example, mobility support or other adjustments) by sending an email to recruitment@cor.europa.eu. Providing this information is entirely voluntary. As it may include details about their health, it will be treated as special category data under data protection law (legal bases: article 5(1)(d) and article 10(2)(a) EUDPR). We will process this information only with their explicit consent, solely for the purpose of facilitating your participation and ensuring appropriate arrangements. It will be accessible only to staff involved in organising the event and will be deleted after the event or when no longer needed.<br><br>Data subjects' consent is required for:<br>- photos, audio and video recordings and web streaming related to the Stronger Together: CoR & Permanent Representations HR Dialogue<br>- attendee list containing your name and affiliation, which will be shared among participants<br>- invitations to future events the CoR may organise<br><br>Data subjects can provide their consent via the registration form or at the reception desk on the day of the meeting.<br><br>If they have expressed the wish not to appear in pictures and/or videos, we ask them to get a "NO PHOTO" badge at the reception on the day of the meeting and to wear that badge during the whole duration of the meeting. |
| Recipients of the personal data | The recipients of data subjects' data will be the CoR staff in charge of the organization, management and follow-up of this meeting.<br><br>Under certain conditions defined in law, we may disclose data subjects' information to third parties (such as the European Anti-Fraud Office, the Court of Auditors or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.<br><br>We will never share data subjects' personal data for direct marketing purposes.<br><br>Photographs and/or audio and video recordings could be published in the context of the Stronger Together: CoR & Permanent Representations HR Dialogue and in the framework of CoR activities on the web, including via social media. If need be, the files containing the video materials may be slightly altered (for example, |

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| | brightness and contrast) so that they can be used for the purposes for which they were taken.<br><br>We use social media to provide information about and promote the Stronger Together: CoR & Permanent Representations HR Dialogue through widely used channels: Facebook, Twitter, LinkedIn, Instagram and YouTube. The use of social media does not in any way imply endorsement of their privacy policies. In the event that one or more social media are unavailable, we accept no responsibility for lack of service due to their downtime. We recommend that users read the Facebook, 𝕏, LinkedIn, Instagram and YouTube privacy policies. Each company explains its policy of data collection and processing, its use of data, user rights and the ways in which users can protect their privacy when using these services. |
| Transfers of personal data to a third country or an international organization | Data subjects' personal data are not transferred to a non-EU member state and/or international organisation. |
| Retention period of the personal data | Data subjects' data (excluding photos, audio and video recordings that have been published and personal data provided for accreditation purposes) will be kept for a maximum period of 12 months after the end of the meeting, unless they explicitly agree to their contact details being kept in order to receive invitations to future similar meetings organised by the CoR.<br><br>Concerning accreditation their ID card or passport number is kept for 12 months. For more details on how personal data are processed for accreditation purposes, data subjects can consult the accreditation data protection notice available on the CoR data protection internet page.<br><br>Data subjects' photos, audio and video recordings that have been published (for example on the web or in publications) will remain in that format indefinitely. |
| General description of security measures, where possible | Only very limited staff members will have access to personal data provided by the data subjects. |
| Data protection notice | Published internally. |