



European Committee
of the Regions

Record of processing activity – Working document

Study on LRA access to EU budget

PART 1 - Record

1. General Information

Reference number	RC1-1
Last update	05/04/2024
Controller	European Committee of the Regions
Directorate	Directorate C
Unit	C.1 COTER
Contact details	studies@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	t33 Srl, (email: info@t33.it)
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The purpose of the processing is gathering information for preparing the above-mentioned study.</p> <p>This study (based on a desk research and thea questionnaire) aims to collect information, including personal data, so to establish a report on Access of Local and Regional Authorities to the EU Budget.</p> <p>Personal data will be collected in order to contact you for participating to the online questionnaire (via EU survey) and for giving your contribution to it. The questionnaire is part of the study commissioned by the CoR to the processor t33. This questionnaire is made available online by invitation only. Invited organisations (LRAs), legally represented, and individuals will be sent a personal link to the questionnaire by email .</p> <p>Besides desk research and the questionnaire associated with this study, the contractor could also seek a close cooperation with institutions such as the European Commission, the European Parliament, the Council of Ministers, the European Court of Auditors (ECA) and, if relevant, with the JRC, EUROSTAT (regional statistics), ESPON (recent research), the OECD and other research institutions to gather the necessary input.</p>
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	The outcome of this study, namely the report, will feed into any CoR's consultative work concerning the MFF 2021-27.
Categories of persons whose personal data are processed	Staff in LRAs provided by other databases CoR uses, such as RegHub network.
Categories of personal data processed	<p>i) For the establishment of a list of addresses - potential organisations, legally represented, who are directly invited to participate in the survey, the following contact details are collected: Email address; Name of the belonging organisation/LRA.</p> <p>A list of names and addresses will be provided by the COTER Commission.</p> <p>The abovementioned list of addressees may be used by the delegated data controller or the data processor as an information tool in the preparation of further initiatives of similar content.</p> <p>ii) For the participation in the survey by replying to the questionnaire:</p> <ul style="list-style-type: none"> - Member state - Organization/LRA Name - Role/Position of the respondent in the organization/LRA; - Other personal data that may be provided by the contributions of the respondents.
Recipients of the personal data	<ul style="list-style-type: none"> - The CoR staff in charge of managing the survey (before, during and after its elaboration) namely Unit C1, COTER commission (delegated data controller). - The staff from t33 and Milieu consulting (data processors) in charge of managing the survey (before, during and after its elaboration).
Transfers of personal data to a third country or an international organization	No, personal data are not transferred to non-EU Member States or to international organisations.
Retention period of the personal data	<p>--Your personal data will be kept for 6 months from the delivery of the final report of the study (estimated date: 16-09-2024).</p> <p>The contribution on the substance will be rendered anonymous, not allowing to identify the respondents.</p> <p>Unless specifically requested by the addressee, the list of addressees' e-mails and contact details will be kept at a maximum until 09-05-2026.</p>
General description of security measures, where possible	<p>The contractor shall adopt appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature, scope, context and purposes of processing, in order to ensure, in particular, as appropriate:</p> <ul style="list-style-type: none"> (a) the pseudonymisation and encryption of personal data; (b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services; (c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident; (d) a process for regularly testing, assessing and evaluating the

	<p>effectiveness of technical and organisational measures for ensuring the security of the processing;</p> <p>(e) measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.</p>
Data protection notice	Published internally