



European Committee  
of the Regions

## Record of processing activity – Working document

### Study on Pact for Skills

#### PART 1 - Record

##### 1. General Information

Reference number	RC3-2
Last update	12/03/2024
Controller	European Committee of the Regions
Directorate	Directorate C
Unit	C.3 SEDEC
Contact details	<a href="mailto:studies@cor.europa.eu">studies@cor.europa.eu</a>
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	Fondazione FORMIT ( <a href="mailto:mail@formit.org">mail@formit.org</a> )
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>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 'Fondazione FORMIT'. This questionnaire is made available online by invitation only. Invited organisations and individuals will be sent a personal link to the questionnaire by email.</p>
Categories of persons whose personal data are processed	Staff in public and private sectors (personal data are collected from publicly available sources or through lists of members provided by the delegated controller or by associations).
Categories of personal data processed	<p>i) For the establishment of a list of addresses – potential participants – , who are directly invited to participate in the survey, the following contact details are collected: Email address; Name; Surname; Name of the belonging organisation. These personal data are collected from publicly available sources (e.g., Internet) or through lists of members provided by the delegated controller or by associations.</p> <p>The abovementioned list of addressees may be used by the delegated data controller as an information tool in the preparation</p>

	<p>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"> <li>- Name</li> <li>- Email address</li> <li>- Role/Position; Organisation of the respondent;</li> <li>- Country/Region/City, where the Organisation is based;</li> <li>- Other personal data that may be provided by the contributions of the respondents.</li> </ul>
Recipients of the personal data	<ul style="list-style-type: none"> <li>- The CoR staff in charge of managing the survey (before, during and after its elaboration) namely Unit C3, SEDEC commission (delegated data controller).</li> <li>- The Fondazione FORMIT's staff (data processor) in charge of managing the survey (before, during and after its elaboration).</li> </ul>
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: 30.06.2024).</p> <p>The contribution on the substance will be rendered anonymous, if they contain personal data, by attributing a randomly generated code to each completed questionnaire.</p> <p>Unless specifically requested by the addressee, the list of addressees' e-mails and contact details will be kept for a period of 2 years after the prospection.</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"> <li>(a) the pseudonymisation and encryption of personal data;</li> <li>(b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>(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;</li> <li>(d) a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing;</li> <li>(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.</li> </ul>
Data protection notice	<a href="https://cor.europa.eu/sites/default/files/2024-07/dpn-study-pact_for_skills-rc3-2.pdf">https://cor.europa.eu/sites/default/files/2024-07/dpn-study-pact_for_skills-rc3-2.pdf</a>