



European Committee
of the Regions

Record of processing activity – Working document

Summit of Regions and Cities

PART 1 - Record

1. General Information

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| Reference number | RD2-4 |
| Last update | 23/11/2023 |
| Controller | European Committee of the Regions |
| Directorate | Directorate D |
| Unit | D.2 Events and local dialogues |
| Contact details | summitmons2024@cor.europa.eu |
| Joint controller | Walloon Region |
| Joint controllership arrangement | Available internally |
| DPO contact details | data.protection@cor.europa.eu |
| Processor(s) | Company: Pracsis Address: Place Communale d'Auderghem 8, 1160 Brussels, Belgium Contact person: Bernhard von Mach Phone no.: +32 2 340 30 62 E-mail.: bernard.vonmach@pracsis.be |
| Data processing agreement | Available internally |

2. Purpose and description of the personal data processing

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| Purpose(s) of the personal data processing | <ul style="list-style-type: none">- Register participants to the 10th European Summit of Regions and Cities;- Provide access to the venue;- Link participants to the corresponding category for specific organisational and administrative reasons;- Respond to participants' personal special requirements (mobility, food preferences, etc.);- Maintain the possibility to update registration data;- Provide useful guidelines/instructions on this particular event (with participants' consent only);- Fulfil the communication objectives of the 10th European Summit of Regions and Cities (with participants' consent only);- Share participants' name with the other participants (with participants' consent only);- Send invitations to participants for future events the CoR and/or WR may organise (with participants' consent only). |
| Categories of persons whose personal data are processed | <ul style="list-style-type: none">- Participants to the event (e.g. MEPs, CoR members, YEPs);- VIP guests;- Speakers; |

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| | <ul style="list-style-type: none"> - Journalists; - Citizens; - Invited persons (e.g. pupils and their teachers/parents after their consent). |
| Categories of personal data processed | <ul style="list-style-type: none"> - Information necessary for registration: title, first name, surname, country of residence/occupation, e-mail, phone number, name of organisation; - Information necessary for access to the conference venues: number of ID card/passport, date of birth, nationality and in the case of a VIP guest the following personal data will be processed: first name, surname, role (such as minister, ambassador, etc) and vehicle registration number; - Information necessary for specific organizational, administrative and financial (reimbursement) purposes: participant's category (Young Elected Politicians, EU Councillors, speakers, journalists); - Photos, audio and video recordings and web streaming related to the 10th European Summit of Regions and Cities; <p>Additionally, based on consent of the data subject (provided via the event registration form or on site at the registration desk during the event):</p> <ul style="list-style-type: none"> - Information necessary for commuting services: hotel reservations, arrival/departure details; - Information necessary for special requirements: disabilities, food preferences; - Invitations to future events the CoR and/or WR may organise. |
| Recipients of the personal data | <ul style="list-style-type: none"> - CoR's and WR's staff in charge of coordinating, organising, managing and following-up the event; - CoR's and WR's contractors related to the event, only to the point and extend needed to perform their duties, acting only under instructions from CoR and WR and in compliance with the agreed purposes of processing and Article 29 of Regulation (EU) 2018/1725 and Article 28 of Regulation (EU) 2016/679, respectively. <p>Photographs and/or audio and video recordings could be published in the context of the 10th European Summit of Regions and Cities and in the framework of CoR and WR activities on the web, including via social media. If need be, the files containing the video materials may be slightly altered (for example, brightness and contrast) so that they can be used for the purposes for which they were taken. Some live web streaming, video recording and images of the speakers and the participants, as well as photographs of groups of participants and organisers are taken and published in the context of the event activities (during and afterwards).</p> |
| Transfers of personal data to a third country or an international organization | No (apart the communication by Internet and social media). |
| Retention period of the personal data | <p>12 months after the end of the event, unless the data subjects explicitly agreed to their contact details being kept in order to receive invitations to future similar events organised by the data Joint Controllers (CoR and/or WR).</p> <p>In accordance with Article 75 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union,</p> |

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| | <p>financial data is kept for at least five years from the date on which the European Parliament gives discharge for the financial year to which the documents relate.</p> <p>Concerning accreditation, ID card or passport number is kept for 12 months.</p> <p>Photos, audio and video recordings that have been published (for example on the web or in publications) will remain in that format indefinitely.</p> |
| General description of security measures, where possible | <p>Data is secured on:</p> <ul style="list-style-type: none"> - Commission servers and on contractors' premises; a security convention is established between the contractors and the Commission. - Walloon Region servers and on contractors' premises; - Standard Dynamics security is enforced for communication actions. |
| Data protection notice | <p>https://cor.europa.eu/sites/default/files/2024-07/dpn-summit_of_regions_and_cities-en-rd2-4.pdf</p> |