



European Committee  
of the Regions

## Record of processing activity – Working document

### Third Language

#### PART 1 - Record

##### 1. General Information

Reference number	RE2-2
Last update	30/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	troisieme_langue_cdr@cor.europa.eu
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)	N/A
Data processing agreement	Available internally

##### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The purpose of the processing of data in the context of that procedure is to verify compliance with the provisions of the Staff Regulations relating to the ability to work in a third Community language before the official's first promotion.
Categories of persons whose personal data are processed	CoR officials, temporary and contract staff having to prove their ability to work in a third EU language before their first promotion/classification in a higher grade.
Categories of personal data processed	The personal data processed under this procedure are as follows: <ul style="list-style-type: none"><li>- surname and first name;</li><li>- assignment department of the official concerned;</li><li>- first and second language of the competition;</li><li>- choice of the third language;</li><li>- additional information/documents requested from the officials concerned concerning the third language: EPSO competition reference for translators, lawyer-linguists or interpreters, copy of the diploma, intention to enroll in the interinstitutional language test organised by EPSO, to take an external language test, or to take an interinstitutional language course.</li></ul>

Recipients of the personal data	<p>Personal data processed in the context of the procedure of ability to work in a third language is disclosed (in whole or in part) only to the following recipients:</p> <ul style="list-style-type: none"> <li>-managers in the Career development sector, responsible for the administrative management of the procedure for the ability to work in a third language;</li> <li>-EPSO Third language managers, in case of registration in the language knowledge test or recognition of the diploma, for the following individual data: surname, first name, personal number, city of employment, professional e-mail address, mobile phone, where applicable the document showing (e.g. external diploma);</li> <li>-managers in the Learning and development sector for the organisation of the placement test, registration and participation in interinstitutional language courses (the information provided: the name, first name and choice of third language);</li> <li>-the data may also be communicated, where appropriate and within their respective powers, to the Legal Service, the Internal Audit, the Disciplinary Board.</li> </ul>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>For staff who have already demonstrated their ability to work in a third language, the supporting documents will be destroyed. Only the third language identification form and a copy of the evidence will be filed and archived for the entire retention period of their individual file. For those whose probation process is under way, their file remains open and the data are kept in the Career development sector until the processing of data on knowledge of the third language is completed.</p>
General description of security measures, where possible	Electronic versions of tables are kept on shared disks whose access is limited to the managers of the Career development sector.
Data protection notice	Published internally