



European Committee
of the Regions

Record of processing activity – Working document

Trainee Yearbook Spring 2025

PART 1 - Record

1. General Information

Reference number	RE2-21
Last update	06/05/2025
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	trainee@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
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 is creating a Yearbook for the Spring 2025 trainee group, which will include photos (of activities in and out of the office), memories, etc. from the 5-month internship period.
Categories of persons whose personal data are processed	Personal data of trainees who are part of the 2025 Spring intake.
Categories of personal data processed	Photographs, first and last names, countries of origin and dates of birth, job positions held at the CoR during the traineeship, lifestyle and hobbies descriptions.
Recipients of the personal data	The traineeship office and the trainees participating in the Spring 2025 cohort.
Transfers of personal data to a third country or an international organization	No, your personal data are not transferred to non-EU Member States or to international organisations.
Retention period of the personal data	The yearbook and its content will be retained in the archives of the traineeship office (Traineeship Unit) for as long as necessary for the purposes for which consent was given. If consent is withdrawn, the data will be deleted unless there is another legal basis for its retention.

General description of security measures, where possible	No sensitive data is collected, only designated staff can have access to the personal data collected.
Data protection notice	Published internally