



European Committee
of the Regions

Record of processing activity – Working document

Travel expences and allowances declarations

PART 1 - Record

1. General Information

Reference number	RA1-4
Last update	01/12/2023
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.1 Services to members
Contact details	Services-financiers-aux-membresCdR@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	<p>The CoR's contracted travel agent, Carlson Wagonlit Travel (CWT), acts as the CoR's subcontractor with regard to the reservation, issue and invoicing of travel tickets for travel related to meetings of the CoR or on behalf of the CoR.</p> <p>The data is processed in accordance with the data protection provisions in force (confidentiality statement available at https://www.mycwt.com/legal/global-privacy-policy/).</p> <p>The provisions concerning marketing do not apply neither to members nor to their assistants.</p> <p>Communications relating to marketing aspects, which may be of interest of the CoR, will be sent by the travel agency to the Services to Members functional box onestopshop@cor.europa.eu. Contact: cor.bru.be@contactCWT.com</p>
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The collected data enable the administration to prepare reimbursements of travel expenses and grant of allowances to members.</p> <p>Members of the CoR and their alternates, rapporteurs' experts, speakers and third parties ("members") have the right for reimbursement of their transport costs on duly authorised journeys to and from the Committee's places of work. The reimbursement of their travel expenses is supplemented with travel and meeting allowances which enables them to cover all other costs occurred during the journey or during their stay at the meeting venue.</p> <p>Phoenix is an application (https format) for preparing payment</p>
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	<p>orders following the analysis of claim forms and travel documents submitted by the members to Services to Members (on paper) or via Members' Portal to Phoenix (digital).</p> <p>Moreover, the application also allows the preparation of payment orders of invoices relating to journeys of members, which are issued by the CWT travel agency.</p> <p>Finally, application also serves to prepare various payment orders in accordance with the Regulations in force (e.g. payments of language courses, office expenses, etc.).</p> <p>Prepared payment orders are finally sent in virtual envelopes in a financial workflow to ABAC (common accounting system of some EU Institutions), where they are finally validated by the authorising officer of the respective budget line.</p>
<p>Categories of persons whose personal data are processed</p>	<p>CoR members and alternates, experts of the rapporteurs, speakers and third party participants.</p>
<p>Categories of personal data processed</p>	<p>PHOENIX is made up of 10 different modules (tabs):</p> <ol style="list-style-type: none"> 1. Dashboard module displays submitted (not yet paid) members' claims and includes seven sub-modules: <ul style="list-style-type: none"> - Waiting for action: paperless claims submitted by members, but not yet analysed by the team - Returned: payments returned from the envelope - Modified: declarations modified after the payment has been executed - In Progress: payment declarations created but not yet finished - On Hold: payments that can't be prepared for any reason - Draft: declarations created by members on the Members' Portal - Open: declarations with open amount (sum of Returned+Modified+In Progress+On Hold) 2. Members: module includes all data of members (permanent and alternate), experts, speakers, 3rd parties, assistants and national coordinators. It includes 12 submodules <ul style="list-style-type: none"> - Personal Data: first name, family name, sex, birthdays, list of mandates - Contact: details of contact and financial addresses, phone numbers and e-mail addresses - Languages: list of languages and the level (self assessment) - Bodies: past and current bodies - Relations: list of people in relation with a member - Bank Accounts: details of one or more bank accounts (imported from ABAC) - Declarations: all past payments - Finance: similar to tab declarations - Travel Invoices: all past CWT invoices (bookings) - Agenda: all past and future meetings to which the person has been duly invited - Pay Options: serves for calculation of travel allowance (displays distance) - Mass Payments: list of all past mass payments 3. Meetings: module displays all meetings on the specified date(s) 4. Travel invoice: module with three sub-modules (to pay, to assign and all) includes all issued invoices by the CWT related to journeys of the members 5. Declarations: list of payment declarations on the specified date(s) 6. Documents: list of different documents available

	<p>7. Mass Payments: miscellaneous, mass payments (office expenses, language courses etc)</p> <p>8. Envelopes: displays payment orders grouped in envelopes</p> <p>9. Reporting: eight sub-modules containing various reports</p> <p>10. Reference Data: overview of the various reference data in force when calculating reimbursements</p>
<p>Recipients of the personal data</p>	<p>Services to members and Financial Verification.</p> <p>The travel agency CWT processes the data necessary to allow the issue of travel tickets requested by the members and invoices afterwards. It has to be added, that CWT has no direct access to Phoenix. They are provided a strict limited profile of the members (limited to data which is publicly known and this via excel sheets). Moreover, the data of members that CoR provides to CWT is extracted from SW application called Agora.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>Personal data is not transferred to third countries except when a reservation requires such a transfer (travel to a non-EU country). In accordance with the Carlson Wagonlit Travel agency's privacy statement, "Given the international nature of CWT services, personal data transfers need to be made both internally within the CWT group, its affiliates and joint ventures, and externally to its global partner network, and other third-party providers (described above). Where your personal data is transferred to a country which is not governed by a data protection law affording a similar level of data protection than that in force in your country of residence, or to which no adequacy decision has been issued by the relevant European Commission, CWT has taken steps to ensure an adequate level of protection of the transferred data in the country of transfer by entering into appropriate data transfer agreements based on the European Standard Contractual Clauses (also known as European Model Clauses) issued by the European Commission (INDICATE WHICH SAFEGUARD APPLY). This enables the safeguarding of your information in the overseas country, and in accordance with applicable laws."</p> <p>(A LINK TO THE PRIVACY STATEMENT OF CWT TO BE PROVIDED)</p>
<p>Retention period of the personal data</p>	<p>In accordance with the requirements of the Financial Regulation applicable to the general budget of the Union from July 2018, article 75 "The authorising officer shall set up paper-based or electronic systems for the keeping of original supporting documents relating to budget implementation. Such documents shall be 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>Without prejudice to the first paragraph, documents relating to operations shall in any case be kept until the end of the year following that in which those operations are definitively closed.</p> <p>Personal data contained in supporting documents shall, where possible, be deleted when those data are not necessary for budgetary discharge, control and audit purposes. Article 37(2) of Regulation (EC) No 45/2001 shall apply to the conservation of traffic data."</p>

General description of security measures, where possible	<p>Access to the Phoenix application is secured by a user name and password which need to be entered when the application is started. The user name and password are stored in AD (Active Directory) and therefore identical to the Windows credentials.</p> <p>Users can have different profiles in the application (initiating agent, authorizing officer, read-only access). Access rights are defined by the IT, according to instructions from administration.</p>
Data protection notice	Published internally