



European Committee
of the Regions

Record of processing activity – Working document

Visitors Center of the European Committee of the Regions

PART 1 - Record

1. General Information

Reference number	RA3-2
Last update	24/10/2025
Controller	European Committee of the Regions
Directorate	Directorate A
Unit	A.3 Protocol and interinstitutional correspondence
Contact details	Boris ESSENDER Chef du Protocole Head of Unit A3 - Protocol and Institutional Correspondence JDE 4129 Tel. +32 2 282 2390 visitesCdR@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
Processor(s)	N/A
Data processing agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>Personal data may be collected and processed for the following purposes related to the organization and follow-up of visits:</p> <ul style="list-style-type: none">- to register a visit, or virtual visit to the CoR;- to give access to the venue, or to the virtual Interface;- for the preparation of presentations for group's stated interests;- for communication purposes: pictures and videos of the visitors may be taken during a visit and may be used for purpose of promoting CoR activities internally and externally);- to follow-up with you after a visit, or virtual visit to CoR, for example, with the presentation slides, with a link to a feedback form, etc.;- to compile aggregated statistics about visits to the CoR for reports and analysis.
Categories of persons whose personal data are processed	Request to visit the CoR: personal and other information about the requester is collected in visitor request forms;

	<p>To access CoR premises for visit, personal data for each participant is collected;</p> <p>For follow-up and feedback purposes, personal and other data can be collected via feedback forms.</p>
<p>Categories of personal data processed</p>	<p>Request to visit the CoR</p> <p>The following personal and other information is collected in visitor request forms to be able to assess and follow-up on the request:</p> <ul style="list-style-type: none"> • First name and last name of the requester, name of organization, range of the visitor group, country, language, email address & mobile phone of the requester. <p>Data collected for accreditation purposes to access the CoR premises for visit, according to the requirements of the Security Service:</p> <ul style="list-style-type: none"> • For each participant: first name, last name and email address. <p>Follow-up and feedback</p> <p>The following personal and other data will be used to send out information related to the visit and/or feedback forms to groups of visitors following their visit to the CoR:</p> <ul style="list-style-type: none"> • First name, last name and email address of each participant, country and region/city of origin, language; • Feedback forms following a visit are filled anonymously, except the date of the visit. No personal data is collected via feedback forms; • For technical and security reasons, the IP address of every online connection is saved by CoR for every server request.
<p>Recipients of the personal data</p>	<p>Personal data will be processed by the Protocol and institutional correspondence Unit — CoR Visitors Center. All transfers and disclosures outside the Committees are documented and subject to a rigorous assessment of the need for such a transfer.</p> <p>A limited number of CoR staff and members will have access on a need-to-know basis to aggregated data about visits to the CoR.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>None</p>
<p>Retention period of the personal data</p>	<p>Data are kept for one year after a visit. In the event of security incidents and investigations, this period will be extended and the need duly documented.</p>
<p>General description of security measures, where possible</p>	

Data protection notice

Published internally