



European Committee  
of the Regions

## Record of processing activity – Working document

### YEP Winter School 2025

#### PART 1 - Record

##### 1. General Information

Reference number	RD2-5
Last update	12/02/2025
Controller	European Committee of the Regions
Directorate	Directorate D
Unit	D.2 Events and local dialogues
Contact details	yep-programme@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	<ul style="list-style-type: none"><li>• Fulfil the communication objectives of the YEP Winter School 2025;</li><li>• register data subject to the YEP Winter School 2025;</li><li>• perform the selection of participants/attendees;</li><li>• provide to data subject access to the venue (through CoR's eVisitor registration system);</li><li>• provide to the data subject online access to the conference;</li><li>• provide to the data subject useful guidelines/instructions on this particular event;</li><li>• coordinate, manage and execute the event;</li><li>• share data subject's first and last name (or chosen nickname when accessing the meeting platform) with the other participants by participating online at the event;</li><li>• answer to surveys (with data subject's consent only);</li><li>• send to data subject invitations to future YEP events the CoR may organise (with data subject's consent only);</li><li>• have access to data subject's personal and bank account details for the reimbursement of his/her travel expenses (with data subject's consent only);</li><li>• present data subject, if s/he is a trainer/speaker/moderator (using CV and photo) on the event website and to promote the event on social media.</li></ul> <p>Live web streaming, audio-video recordings and images of the speakers and the participants, as well as photographs (recorded or</p>
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	<p>screen-captured) of groups of participants and organizers are taken and published in the context of the event's activities on media, Internet and social media.</p> <p>Audio recordings will be used via the AI-powered platform/pilot project "deliberAlde" for documentation and production of transcript. This transcript without any personal data, as anonymized data will be used for further analysis and reporting on co-creation workshops and group dialogue processes and on demand usage for the participants of the event and viewers of the results of the event.</p>
Categories of persons whose personal data are processed	Participants, attendees, trainers, speakers, moderators
Categories of personal data processed	<ul style="list-style-type: none"> <li>• Information necessary for registration: title, first name, last name, country, e-mail, name of organisation;</li> <li>• Information necessary for access to the conference venue: for a visitor (and not in possession of an EU official badge), the following personal data will be processed: first name, last name, email;</li> <li>• Information necessary for financial purposes: information contained in the "Legal entity form" and information contained in the "Financial identification form".</li> <li>• Information necessary for implementing the event: <ul style="list-style-type: none"> <li>- Photos, audio and videos taken during the event, recordings and webstreaming related to the Winter School, including if the data subject is speaking during the conference.</li> <li>- Audio recordings feeding the AI based platform "deliberAlde" for documentation and the transforming to transcript. After this point the data is anonymized and processed for further analysis and reporting;</li> </ul> </li> <li>• Information necessary for specific organizational, administrative purposes and for promoting the event and its sessions, in case of a speaker and/or moderator: photo; title; short biography (CV) provided by the data subject; social media identifier if applicable; video and audio when the data subject is speaking during the conference; photos and videos taken during the conference.</li> </ul> <p>If consent is provided, subject's data will be used:</p> <ul style="list-style-type: none"> <li>- to be included in attendees list containing name and affiliation, which will be shared among participants;</li> <li>- to receive invitations to future events the CoR may organise;</li> <li>- to participate to voluntary surveys related to this event and/or the YEP programme, agree to the collection (and thus to the processing) of this information to improve this and other CoR events as well as for research purposes.</li> </ul>
Recipients of the personal data	<p>The recipients of data will be the CoR staff in charge of organising, managing, implementing and follow-up the event and in most cases the staff Unit D2-Events and local dialogues, of the Directorate D-Communication.</p> <p>Data, after being anonymized, will be used for further analysis and reporting on co-creation workshops and group dialogue processes and on demand usage for the participants of the event and viewers of the results of the event.</p>
Transfers of personal data to a third country or an international organization	Personal data are not transferred to a non-EU member state and/or international organisation

<p>Retention period of the personal data</p>	<p>Registered participants' personal data (excluding photos, audio and video recordings that have been published and personal data provided for accreditation purposes) will be kept for a maximum period of 12 months after the end of the event, unless data subject explicitly agrees to contact details being kept in order to receive invitations to future similar events organised by the CoR.</p> <p>Trainers', speakers' and moderators' names, photos, audio and video recordings, from the conference, might remain in that format indefinitely for archiving purposes in the public interest or until there is a specific request from the person concerned to have his/her personal data deleted.</p> <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 after registered as a "Visitor" to our premises via the on-line system, the 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 for archiving purposes in the public interest.</p>
<p>General description of security measures, where possible</p>	<p>Possibly, paper files are stored in closed cupboards in the offices of the staff, members of the team in unit D2 organising YEP Winter School and are destroyed immediately after the event.</p> <p>Digital data is secured on Commission's servers and on contractors premises; a security convention is established between the contractors and the Commission.</p> <p>Standard "Dynamics", "Interactio" and "DeliberAlde" security is enforced for communication actions and meeting activities.</p> <p>At the CoR, the files are stored on a shared events drive, to which staff of the events unit D2 plus a limited number of staff with management/horizontal tasks in Directorate D and IT helpdesk colleagues in Directorate L have access to; and on a functional mailbox, to which the EuroPCom team in the organising unit D2 have access. Data is deleted or anonymised and archived after the event and during a maximum of 12 months storage period</p>
<p>Data protection notice</p>	<p>Published internally</p>