



European Committee  
of the Regions

## Record of processing activity – Working document

### CoR Website

#### PART 1 - Record

##### 1. General Information

Reference number	RD3-6
Last update	22/05/2025
Controller	European Committee of the Regions
Directorate	Directorate D
Unit	D.3 Digital communication and IT strategy
Contact details	<a href="mailto:cor-info-point@cor.europa.eu">cor-info-point@cor.europa.eu</a>
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	<p>The Digitals and Europa Analytics process data on behalf of the CoR and therefore act as processors.</p> <p>Europa Analytics is the corporate service that monitors and evaluates the effectiveness and efficiency of the European Commission's websites on Europa.</p> <p>Both the infrastructure and software are under the full control of the European Commission and comply with the current EU data protection legislation.</p> <p>Europa Analytics' privacy protection has been validated by the Data Protection Officer of the European Commission</p> <p>Europa Analytics is maintained by the Commission's Directorate-General for Digital Services and is provided as a service to website owners across the European Commission to ensure that our online communication is targeted, relevant and cost-efficient.</p> <p><a href="https://commission.europa.eu/europa-analytics_en">https://commission.europa.eu/europa-analytics_en</a></p> <p>The Digitals were engaged to rebuild the CoR website and are now responsible for its hosting and ongoing maintenance.</p> <p>Some pages display content from external providers, e.g. YouTube, Facebook and X.</p> <p>To view this third-party content, you first have to accept their specific terms and conditions. This includes their cookie policies, which we have no control over.</p>
Data processing agreement	Available internally

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

Purpose(s) of the personal data processing	<p>We process your personal data in order to reply to messages received via the “Contact us” webform (<a href="https://cor.europa.eu/en/contact-us">https://cor.europa.eu/en/contact-us</a>). The Communication form, when submitted, creates a record of a person's name, email, IP address and the message he sends to the CoR, in order to facilitate feedback to a communication request.</p> <p>We also collect anonymized user behaviour data for statistical reasons.</p>
Categories of persons whose personal data are processed	<p>Persons who willingly fill in the contact us form to reach out to the CoR.</p> <p>Visitors who opt-in for tracking, accepting the cookies.(in accordance with EUDPR).</p>
Categories of personal data processed	<p>When browsing the website: if cookies are not rejected, we collect anonymized user behaviour data.</p> <p>When a contact us form is submitted: The personal data processed is the Name, e-mail address, and any additional personal data the person filling in the form chooses to provide to the CoR in order for the communication request to be fulfilled.</p>
Recipients of the personal data	<p>The recipients of personal data are the authorised CoR staff members as well as the host of the CoR website database acting a processor.</p>
Transfers of personal data to a third country or an international organization	<p>The data is not sent to any non-EU country nor to any international organisation, analytics data is sent to the European Commission systems and user requests are sent to the Servers hosting the website are in the EU.</p>
Retention period of the personal data	<p>The Data Controller retains personal data only for the period necessary to fulfil the purpose for which it was collected or for any subsequent lawful processing.</p> <p>Anonymised data, which no longer allow the identification of data subjects and therefore do not constitute personal data, are retained in accordance with the Europa Analytics policy. Europa Analytics automatically deletes anonymised, non-aggregated data after 13 months.</p> <p>Anonymous and aggregated data, which cannot be used to identify individuals, may be stored by the European Commission for an indefinite period for statistical and analytical purposes.</p> <p>Where a contact form is submitted, the personal data are retained on the data processor’s systems for a period of one (1) month. After responding to the request, the Data Controller may archive the request and the corresponding response for up to five (5) years for record-keeping, legal compliance, and accountability purposes.</p>
General description of security measures, where possible	<p>Analytics: This data is protected by two factor authentication via eCas.</p> <p>Contact Us: This data is protected by authentication, soon to be update to two factor authentication and all standard security measures for a website.</p>

Data protection notice

Published internally.