



European Committee
of the Regions

Record of processing activity – Working document

EU Local Councillors Network (EULC)

PART 1 - Record

1. General Information

Reference number	RDI-2
Last update	26/08/2024
Controller	European Committee of the Regions and the European Commission
Directorate	Directorate D
Unit	D.I Coordination, planning, impact Outreach strategy
Contact details	[functional mailbox preferably]
Joint controller	European Commission (EC) - Unit COMM.DGA1.C.4 – Directorate General for Communication (DG COMM) [[functional mailbox preferably]
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	Contact management Database tool, Microsoft Dynamics 365.
Data processing agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>Personal data will be jointly processed by the joint controllers in order to:</p> <ul style="list-style-type: none">· organise/implement the merging process itself (e.g. sharing of info/data etc. in order to facilitate merging the two networks to a single branded one called EULC).· to form a joint governance and management of the EULC network (as described in detail in the respective Administrative Agreement and the annexed Working methods and Division of tasks;· to manage jointly the application process, namely to register applicants to the EULC network and approve their membership via a single application and membership process (as described in detail in the respective Administrative Agreement);· to provide services and information to EULC members (e.g. informing EULC members on the EU policies, provision of welcome webinars and trainings on EU topics, access to EULC communication toolkit, assisting EULC members for full access to the available tools and platforms, etc.);· to collect and use personal information to communicate with EULC members and provide dedicated services and products (e.g. facilitating the participation of EULC members to events/study visits/networking opportunities, sending newsletters);· to manage the EULC social media account and support the
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	<p>members' social media activities and available tools, platforms etc.</p> <ul style="list-style-type: none"> - to create an interactive map- EU Local Councillors
Categories of persons whose personal data are processed	<p>Data subjects are:</p> <ul style="list-style-type: none"> - Local and regional elected politicians that are elected representatives in a government, parliament or assembly of a region, city, town, province, municipality or village for the duration of their mandates across the European Union and that apply to become EULC. - All current members of the networks BELC and the European Network of Regional and Local Councillors, that become members of the EULC network until the end of their mandates without any additional administrative formality from their side.
Categories of personal data processed	<p>The following categories of personal data are collected in a mandatory way:</p> <ul style="list-style-type: none"> - Surname, Last name; - Gender; - Country and locality represented (with postcode included); - Title (in their language); - Affiliation to national and EU political families; - End date of their mandate as elected representatives in a government, parliament or assembly of a region, city, town, province, municipality or village - Contact details (e-mail address, telephone number); - Language(s).
Recipients of the personal data	<p>The recipients of the personal data are the persons in charge of the EULC network at the joint controllers' and their processors' offices, as well as during the validation process the EU representations and the CoR political groups.</p> <p>The personal data are also made available to the EULC network members via the dedicated platform.</p> <p>Some personal data are published on the dedicated EULC website, that are the following:</p> <ul style="list-style-type: none"> - Surname, Last name; - Country and public authority represented;
Transfers of personal data to a third country or an international organization	<p>No, personal data are not transferred to non-EU Member States or to international organisations.</p>
Retention period of the personal data	<p>Parties shall not retain or process personal data longer than necessary to carry out the agreed purposes and obligations as set out in this Arrangement.</p> <p>If a person ceases to be a member of the EULC network (e.g. by the end of the mandate or by requesting to be deleted from the network), the Parties and their processors will take reasonable steps to remove the relevant information from the database and the interactive online platform without undue delay and within 1 (one) month after notification of the end of the mandate or request to be deleted from the network to the Parties.</p> <p>For historical reasons, data such as (name, type/duration of mandate, affiliation to national and EU political families) can be kept for an indefinite period in the database.</p>
General description of security measures, where possible	<p>Security measures are put in place for securing the processing operations on personal data and any data system used (Article 33</p>

	<p>EUDPR).</p> <p>The EC and the CoR have implemented security measures to protect server hardware, software and the network from accidental or malicious manipulations and loss of data.</p> <p>Technical measures include appropriate actions to address online security, protect server hardware, software and the network from accidental or malicious manipulations and the risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed.</p> <p>Organisational measures include restricting access to the personal data solely to authorised personnel with a legitimate need to know for the purposes of this processing operation. Such staff abide by statutory, and when required, additional confidentiality agreements.</p>
Data protection notice	<p>https://cor.europa.eu/sites/default/files/2024-07/dpn-cor_european_network_of_regional_and_local_councillors-rdi-1.pdf</p>