



European Committee
of the Regions

Data Protection Notice

Guests and speakers external to the European Committee of the Regions

1. Introduction

The European Committee of the Regions (CoR) is committed to respecting and protecting your personal data in accordance with [Regulation \(EU\) 2018/1725 \(GDPR\)](#).

Your personal data may be collected and processed in order to welcome you as an external guest or speaker to the CoR and to carry out related follow-up and feedback activities.

2. Who is responsible for the processing of personal data?

The CoR is responsible (as controller) for the processing of personal data.

The responsible service (delegated controller) is the Head of the Protocol and Institutional Correspondence Unit, Directorate A "Members, Plenaries, Strategy" (protocole@cor.europa.eu).

The Protocol and Institutional Correspondence Unit welcomes guests and external speakers invited to attend meetings organized by the CoR. After their participation, the Protocol Service aims to keep them informed about the impact of their intervention and the results achieved in the European decision-making process.

3. What is the purpose of the processing?

Your personal data may be collected and processed for the following purposes related to the organization and follow-up of your visit:

- to register you and your delegation for your in person visit to the CoR, or for your virtual visit to the CoR;
- to give you access to the venue, or to the virtual Interface;
- to offer you the best possible service and offer you any further assistance you might need;
- for communication purposes: pictures and videos of the guests and external speakers may be taken during the meeting and may be used for the purpose of promoting the CoR activities internally (e.g. Power Point, activity reports, publications) and externally (e.g. social media, web, etc. with your consent only);
- to compile aggregated statistics about guests and speakers external to the CoR for reports and analysis.

4. What is the legal basis for the processing?

The legal basis for the processing of personal data is Article 5(1)(a) of the EUDPR, according to which "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body" and article 5(1)(d) of the EUDPR according to which "the data subject has given consent to the processing of his or her personal data for one or more specific purposes".

5. What personal data are processed?

The following personal data is collected to be able to welcome guests and external speakers invited to attend meetings organized by CoR:

- First name and last name, position and organization name, country, language, email address & mobile phone of the guest or external speaker.
- First name and last name, position and organization name, country, language, email address & mobile phone of members of the people who will accompany them to the venue.
- Information on their vehicle and driver (car type and colour, number plate, driver's name and phone number);
- Copyright-free press photo in high resolution that can be shown in the plenary room and different CoR communication tools;
- Draft or final speech to facilitate the work of our interpreters, but also – with their permission – to make it accessible, after delivery, on CoR's website.

These above-mentioned personal data are also collected for accreditation purposes for guests or external speakers to be able to access CoR premises, according to the requirements of the Security Service. For additional information, please refer to the [accreditation privacy statement](#).

The CoR is not responsible for recordings (such as photographs or videos) made by meetings participants in a private capacity.

After the contribution of the external guests and speakers, the Protocol and Institutional Correspondence Unit may provide the following:

1. In most cases, professional photographs taken by CoR photographers during and shortly after the contribution. These photos may be shared with the guest or their delegation via WhatsApp or, at a later stage, made available online through the CoR's Flickr account.
2. If the guest or external speaker participated remotely, the CoR can provide them with the video of their participation on request.
3. Information about their participation may be published as news items or as press releases on the CoR website or on social media channels.
4. CoR communication staff may contact the guest or external speaker, or their team, to coordinate communication activities (e.g. requesting a quote) and will subsequently share a copy of any published news item or press release.

6. Who are the recipients or categories of recipients of your personal data?

Your personal data will be processed by the Protocol and Institutional Correspondence Unit. Access to your personal data will be granted only to CoR staff responsible for carrying out this processing operation and to other authorised staff, strictly on a "need-to-know" basis. All such

staff are bound by statutory confidentiality obligations and, where applicable, additional confidentiality agreements.

CoR security and accreditation services, as well as a limited number of other authorised CoR staff, will also have access to the personal data of guests and external speakers invited by the CoR, strictly on a need-to-know basis.

7. Are your personal data transferred to a third country or international organisation?

No, your personal data are not transferred to non-EU Member States or to international organisations.

8. How can you exercise your rights?

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to request the deletion of your personal data (if processed unlawfully) and, where applicable, the right to data portability. You also have the right to withdraw your consent at any time. Please note that withdrawal of consent will not have retroactive effect.

You can direct your queries to protocole@cor.europa.eu. Your query will be dealt without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary.

You have the right of recourse to the European Data Protection Supervisor through its [contact form](#) at any time if you consider that your rights under the EUDPR have been infringed as a result of the processing of your personal data by the CoR.

9. How long are your personal data kept for?

Your data are kept for one year after your visit. In the event of security incidents and investigations, this period will be extended and the need duly documented.

10. Are the personal data collected used for automated decision-making, including profiling?

No, the CoR will not use your personal data to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention.

11. Will your personal data be further processed for a purpose other than that for which data have been obtained?

No, your personal data will not be further processed for a different purpose.

12. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact first of all the data controller, Head of the Protocol and Institutional Correspondence Unit, Directorate A "Members, Plenaries, Strategy" (protocole@cor.europa.eu).

You may also contact the CoR data protection officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor by using the [contact form](#) at any time.