



European Committee  
of the Regions

## Data Protection Notice

### *Processing of personal data by the President's Cabinet*

#### 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 \(EUDPR\)](#).

Your personal data may be collected and processed for the purposes of granting you access to the premises of the CoR, as well as for the follow-up of meetings with the President and the First Vice-President.

#### 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 Cabinet of the President of the CoR.

You may contact the controller through their functional mailbox:

[presidencycor@cor.europa.eu](mailto:presidencycor@cor.europa.eu) and [president.cor@cor.europa.eu](mailto:president.cor@cor.europa.eu).

#### 3. What is the purpose of the processing?

We process your personal data on behalf of the Cabinet of the President to facilitate communication and coordination regarding both internal and external activities of the CoR.

Internally your personal data may be used for follow-up on bilateral or multi-stakeholders meetings in which the President, the First Vice-President or any member of the cabinet participates, according to their remits. It can also refer to meetings organised on the side of statutory meetings by contacting european, national, regional or local politicians, including members and staff of other EU Institutions and bodies. We may reach out also to members of academia, think tanks and other associations working on the areas of competence of the CoR. We may contact stakeholders on the context of the rotatory Presidency of the Council of the European Union to organise the external Conference of Presidents and the Bureau meeting. Notwithstanding for the organisation and follow-up of missions by the President, the First Vice-President or any member of its cabinet. It can include missions to and from neighbouring countries or regional governments outside of Europe with a potential interest in regional affairs. The cabinet of the president is also involved in some of the political and communication activities and networks of the CoR, as well as manages the institutional communication of the President and the First Vice-President in social media.

#### 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. Furthermore, personal data may be also processed on the ground of 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. Some personal data (dietary preferences) is processed on the basis of article 10(2)(a) EUDPR.

**5. What personal data are processed?**

We collect and process basic contact details such as full name, email address, land and mobile telephone numbers, and occasionally mobile phone number.

In the context of official meetings involving food consumption, invited guests may be asked to voluntarily provide information relating to food allergies or intolerances. This information may constitute health data within the meaning of Article 10 EUDPR.

The data is processed solely for the purpose of ensuring the health and safety of the guest during the event. Processing is based on the explicit consent of the data subject (Articles 5(1)(d) EUDPR and 10(2)(a) EUDPR) and is limited to what is strictly necessary. The data is accessible only to authorised staff and is deleted immediately after the event.

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

The staff in the cabinet of the President, as well as CoR staff on a need to know basis for the purposes of specific activities to be undertaken with the cabinet.

**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 have the right to object to the processing of your data on grounds relating to your particular situation, at any time. 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 [presidencycor@cor.europa.eu](mailto:presidencycor@cor.europa.eu) and [president.cor@cor.europa.eu](mailto:president.cor@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 by using the [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 personal data will be kept for the duration of the mandate of the President. When it comes to the retention period of special categories of data, they will be deleted immediately after the event.

**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: [presidencycor@cor.europa.eu](mailto:presidencycor@cor.europa.eu) and [president.cor@cor.europa.eu](mailto:president.cor@cor.europa.eu).

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