



European Committee
of the Regions

Data Protection Notice

Visitors Center of 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 to be able to assess and follow-up on your request to visit the CoR as well as the follow-up and feedback for visitors' groups.

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" – CoR Visitors Center (visitesCdR@cor.europa.eu).

The Protocol and Institutional Correspondence Unit manages the CoR Visitors Center, request to visit the CoR as well as the follow-up and feedback by visitors' groups.

The Protocol and Institutional Correspondence Unit, CoR security & accreditation services, speaker(s) and IT services will have access to personal data submitted via the visits request form. A limited number of CoR staff and members will have access on a need-to-know basis to aggregated data about visits to the CoR.

The Protocol and Institutional Correspondence Unit may manage requests and follow-up to visit the CoR using applications called Dynamics or EU Survey. The data of the visitor's groups are included in the Dynamics database. For more information about data protection and Dynamics, please also read this [data protection notice](#).

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 for your visit, or virtual visit to the CoR;
- to give you access to the venue, or to the virtual Interface;
- for the preparation of presentations for your group's stated interests;
- for communication purposes: pictures and videos of the visitors may be taken during a visit and may be used for purpose of promoting CoR activities internally (e.g. Power Point, activity reports, publications) and externally (e.g. social media, web, etc. with your consent only);
- to follow-up with you after your visit, or virtual visit to CoR, for example, with the presentation slides, with a link to a feedback form, etc.;

to compile aggregated statistics about visits to the CoR for reports and analysis.

4. What is the legal basis for the processing?

[Regulation \(EU\) 2018/1725 \(EUDPR\)](#) applies to the processing of your personal data collected for the organization and management of your visit to the EESC. 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.

5. What personal data are processed?

Request to visit the CoR

The following personal and other information is collected in visitor request forms to be able to assess and follow-up on the request:

- First name and last name of the requester, name of organization, range of the visitor group, country, language, email address & mobile phone of the requester.

Data collected for accreditation purposes to access the CoR premises for visit, according to the requirements of the Security Service:

- For each participant: first name, last name and email address. For additional information, please refer to the [accreditation privacy statement](#);

Follow-up and feedback

The following personal and other data will be used to send out information related to the visit and/or feedback forms to groups of visitors following their visit to the CoR:

- First name, last name and email address of each participant, country and region/city of origin, language;
- Feedback forms following a visit are filled anonymously, except the date of the visit. No personal data is collected via feedback forms;
- For technical and security reasons, the IP address of every online connection is saved by CoR for every server request. The controller will not process the IP address or attempt to identify participants using this information. Where EU Survey is used for gathering the feedback following a visit, in addition to the answers to the surveys, EU Survey collects, for security reasons, a session identifier which is stored as a cookie in the contributor's browser;
- Where visitors indicate that they would like to be kept informed about the CoR's work, they are redirected to the CoR website. For more information about data protection and CoR website, please also read the [data protection notice](#).

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 — CoR Visitors Center. All transfers and disclosures outside the Committees are documented and subject to a rigorous assessment of the need for such a transfer.

A limited number of CoR staff and members will have access on a need-to-know basis to aggregated data about visits to the CoR.

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 visitesCdR@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" – CoR Visitors Center (visitesCdR@cor.europa.eu).

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