



European Committee  
of the Regions

## Data Protection Notice

### COTER Activities

#### 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 COTER commission to be able to promote and register participants for stakeholder consultations, events and meetings.

#### 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 Commission for Territorial Cohesion Policy and EU Budget (coter@cor.europa.eu).

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

The purpose is to collect relevant personal data on registrants that enables COTER to organise in-person, hybrid, and online stakeholder consultations, events and meetings.

Submitted data is used to:

- create participant lists
- encode in-person participants on eVisitor
- add participants to online meetings
- subscribe participants to mailing lists on Dynamics
- investigate security incidents, evaluating threats, and analysing risks for the CoR

Under certain conditions defined by the Law, we may disclose your information to third parties (such as the European Anti-Fraud Office, the Court of Auditors, the European Ombudsman or in case of court proceedings, before national courts or the CJEU) if it is deemed necessary and proportionate for lawful, specific purposes.

#### 4. What is the legal basis for the processing?

The legal basis for the processing of your 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. Moreover, personal data is also processed pursuant to article 5.1(d) 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 registration data fields can be required (marked as mandatory or optional) for the organisation of COTER activities: first name; last name; Email; function; organisation; address of organisation; nationality; preferred mode of participation, and comments.

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

The COTER secretariat views the submitted personal data. For activities that are external to the CoR or involve co-organisation, data may be shared with the co-organising partners for the purpose of registration and granting access permissions.

The personal data will also be processed by the Security Service of the EESC and CoR buildings and the service(s) organising the event.

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

No, your personal data is 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 can direct your queries to [coter@cor.europa.eu](mailto:coter@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 ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) 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 is kept for one year after the validity of the accreditation period. In the event of any security incidents and investigations, this period will be extended in accordance with Article 79.2(b) EUDPR.

**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, [coter@cor.europa.eu](mailto:coter@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 ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) at any time.