



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).

For external events (i.e. external meetings and conferences, seminars, study visits) organised in cooperation with partners such as regional or local authorities, each party acts as a separate data controller responsible for processing your personal data. In this context, the CoR is responsible for organising the COTER commission meeting, the conference/seminar, and the overall coordination of the external programme. The regional or local authority, acting as host, is responsible for organising the related activities and managing participant accreditation for the CoR's external events.

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 with details on accommodation, travel arrangements, special assistance requests and dietary needs;
- grant access to events, including external meetings organised in cooperation with external partners and the related activities (e.g. official dinners, study visits, shuttle transfers, communications related activities on the events, etc.);
- generate events attendance records, 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.

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'*. In the case of external events held in cooperation with regional or local authorities, these certain categories of personal data are collected also based on Article 6(1)(a) of Regulation (EU) 2016/679 ('the GDPR') by the latest.

Moreover, Article 9(1)(a) EUDPR applies in the framework of COTER events held outside Brussels in coordination with regional or local authorities, as they are transmitted to recipients established in the Union other than Union institutions and bodies.

The processing of special categories of personal data (dietary preferences, and information relating to special assistance requests) is based on Article 10(2)(a) EUDPR. We will process this information only with your explicit consent, solely for the purpose of facilitating your participation and ensuring appropriate arrangements.

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, travel and accommodation data, dietary needs, comments, information related to special assistance requests: any details you provide regarding accessibility or support needs,
- information necessary for the smooth organisation of the external events and activities: date and time of arrival and of departure, means of transport to reach the meeting venue, accommodation during the event;
 - Invited guests may be asked to voluntarily provide information relating to food allergies, intolerances or dietary restrictions as well as information relating to reduced mobility. 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 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.

In the case of COTER events held outside Brussels in coordination with regional or local authorities, their representatives' staff in charge of the organisation, management and follow-up of this event acting as separate controllers have also access to these data.

The personal data will also be processed by the Security Service of the EESC and CoR buildings and the service(s) organising the event, as well as the security services of the host in case of external events.

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.

We will never share your personal data for direct marketing purposes.

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. 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 details published in its [contact page](#) 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. We would nevertheless kindly ask you to contact first the delegated controller at coter@cor.europa.eu or the Data Protection Officer of the Committee of the Regions at data.protection@cor.europa.eu.

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. Dietary preferences, and information relating to special assistance requests will be deleted immediately after the event or when no longer needed.

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.

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 details published in its [contact page](#) at any time.