



European Committee
of the Regions

DATA PROTECTION NOTICE

REGIONAL OFFICES

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).

Regional offices have the right to receive three CoR observatory badges which give access to the CoR plenary session, to commissions' meetings, and in general to the CoR buildings. The badge also gives access to the buildings of the European Commission. The names of the persons owing those badges must be communicated to the Registry. Badges are valid for a calendar year (1st January – 31st December).

Applicants for badges have also the possibility to subscribe to the CoR's newsletter via the badge online request form.

By filling in the form for accreditation, the offices requesting an access badge also agree to be added to CoR's public list of regional representations (offices) in Brussels. Only the name of the representation, the declared e-mail address and the website will be made available to the public.

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

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

The delegated controller is the Unit A2 – Bureau, plenary and central meeting service, e-mail: greffe@cor.europa.eu

The badges are issued by the Security and Safety Unit of the Directorate of the Joint Services of the CoR and EESC who are also responsible for the video-surveillance of the CoR's premises, e-mail: secu@eesc.europa.eu.

The plenary sessions are audio-recorded, video-recorded, photographed and web-streamed. More information on the processing of personal data for this purpose are available in the data protection notice on the CoR's statutory meetings (Conference of Presidents, Bureau and Plenary Session) and the data protection notice on webstreaming. The delegated controllers are greffe@cor.europa.eu, Dir-D-contact-point@cor.europa.eu and Transparence@cor.europa.eu. The Directorate for Communication (e-mail: Dir-D-contact-point@cor.europa.eu) is responsible for the processing of personal data regarding subscriptions to the CoR's newsletters.

Since the observer badge also provides access to the CoR premises, the data of those guests who upon invitation also attend other CoR meetings may be processed by the organisers of the relevant meetings. For more information, please refer to the relevant data protection notice in the CoR's central register of processing activities.

3. What is the purpose of the processing?

- Identifying the regional offices in Brussels;

- Delivering observer badges (valid until 31 December of year *n*) to regional offices in Brussels, also valid in the buildings of the European Commission (EC)
- Keeping a register of the persons working for regional offices authorised to hold a CoR badge.

4. What is the legal basis for the processing?

Article 5.1 (a) of the EUDPR (Regulation 1725/2018), 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?

- Name and surname
- Name of office/country,
- Name of the Head of the office,
- E-mail address of the holder of the badge
- E-mail address of the regional office
- ID/Passport number and expiry date

The offices requesting an access badge agree be added to CoR's public list of regional representations (offices) in Brussels. Only the name of the representation, the declared e-mail address and the website will be made available to the public.

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

- The data are sent to the CoR security service, which is in charge of delivering the badges.
- The data (except the ID/passport details) is also shared with Directorates A, B, C and D for Communication in case a communication has to be made on one of the CoR's priority campaigns or events.

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

No, your personal data are not transferred to a third country or international organisation.

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 object to the processing of your data and 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 Grefe@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.

For specific questions regarding the badges and video-surveillance, you can contact secu@eesc.europa.eu.

For specific questions regarding audio-visual recordings and webstreaming, you can contact grefe@cor.europa.eu, Dir-D-contact-point@cor.europa.eu or Transparence@cor.europa.eu.

For specific questions regarding subscriptions to the CoR's newsletters, you can contact Dir-D-contact-point@cor.europa.eu.

You have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation 2018/1725 (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?

The list of applications is kept for one year. The e-mail exchange and the application forms received are kept for two years.

For exact information on the retainment period of data collected for other purposes (communication, newsletter) and of other type of data (audio-visual recordings, web-streaming) collected for other purposes, please consult the relevant data protection notice.

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

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?

The CoR may send you invitations to its events and campaigns. You can unsubscribe from our mailing list at any time.

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 the data controller, Grefe@cor.europa.eu.

You may also contact the CoR data protection officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu) at any time.