



European Committee
of the Regions

Record of processing activity – Working document

COTER activities

PART 1 - Record

1. General Information

Reference number	RC1-5
Last update	04/03/2026
Controller	European Committee of the Regions
Directorate	Directorate C
Unit	C.1 COTER
Contact details	coter@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	data.protection@cor.europa.eu
Processor(s)	N/A
Data processing agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The purpose is to collect relevant data on registrants that enables COTER to organise (hybrid) stakeholder consultations, events and meetings.
Categories of persons whose personal data are processed	External participants, network members, and internal colleagues within the CoR.
Categories of personal data 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.
Recipients of the 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. It will also be processed by the Security Service of the EESC and CoR buildings and the service(s) organising the event.
Transfers of personal data to a third country or an international organization	No, personal data is not transferred to non-EU Member States or to international organisations.

Retention period of the personal data	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.
General description of security measures, where possible	Data is only shared with a very limited number of recipients.
Data protection notice	https://www.cor.europa.eu/sites/default/files/2026-03/coter_activities_data-protection-notice-en.pdf