



European Committee
of the Regions

Record of processing activity – Working document

ENVE commission activities

PART 1 - Record

1. General Information

Reference number	RB2-8
Last update	01/06/2026
Controller	European Committee of the Regions
Directorate	Directorate B
Unit	B.2 ENVE
Contact details	enve@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 personal data on registrants that enables ENVE 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.
Categories of persons whose personal data are processed	Participants to the activities organised by the ENVE commission.
Categories of personal data processed	• 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; • 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.
Recipients of the personal data	The ENVE 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 ENVE 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.
Transfers of personal data to a third country or an international organization	N/A. Personal data is not transferred to any third country or international organisation.
Retention period of the personal data	Data are kept for one year after the validity of the accreditation period.
General description of security measures, where possible	- Limitation of the number of person who can access the data. - Deletion of the data after the retention period.
Data protection notice	https://www.cor.europa.eu/sites/default/files/2026-06/enve-umbrella-protection-notice-en.pdf