European Committee of the Regions

Record of processing activity – Working document

Processing of personal data by the Secretary-General's Cabinet

PART 1 - Record	
1. General Information	
Reference number	RSG-1
Last update	03/03/2026
Controller	European Committee of the Regions
Directorate	Secretary-General
Unit	SG's private office
Contact details	sgcab-cor@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 personal data is processed on behalf of the Secretary-General to facilitate communication and coordination regarding: a) Registering and managing visitor access to CoR premises for meetings with the Secretary-General (including eVisitor accreditation). b) Coordinating visit logistics, including: - informing Reception and Security & Accreditation, - coordinating protocol arrangements (where applicable), - escorting and overall meeting coordination. c) Maintaining the visit schedule and communications with guests (arrival confirmation, coordination messages). d) Ensuring health & safety during events involving catering (collection of food allergies/intolerances, on explicit consent).
Categories of persons whose personal data are processed	Visitors/guests coming to the CoR for meetings with the Secretary-General or his Cabinet.
Categories of personal data processed	a) Identification & contact data - First name - Last name

	- Organisation / role - Email address - Mobile phone number b) Accreditation & access data (required by Security/Accreditation) - Date of birth - Nationality (optional) - ID/passport number - Day of access c) Logistics (optional / situational) - Vehicle registration plate (for parking) - Accessibility needs - Protocol-related details necessary for reception/escort d) Special categories of data (only where relevant and with explicit consent) - Food allergies or intolerances (health data), processed solely to ensure guest safety, and deleted immediately after the event.
Recipients of the personal data	Access is restricted to authorised staff strictly on a need-to-know basis: - SGCab assistants/administrators coordinating the meeting. - Reception desk staff (for check-in). - Security & Accreditation Service (for building access and accreditation). - Protocol and Institutional Correspondence Unit (if protocol handling applies). - Third-party disclosures only if required by law and proportionate to a legitimate purpose (never for marketing).
Transfers of personal data to a third country or an international organization	NO
Retention period of the personal data	Access-control / accreditation data (Stored by Security Service via eVisitor) - Kept for 12 months after the date of the visit; then automatically deleted. Protocol/guest management data - Kept for 12 months after the date of the visit. - May be exceptionally extended if a security incident or investigation requires it. Vehicle licence plate data - Follows the same 12-month retention as accreditation data. Special categories of data (allergies/intolerances) - Deleted immediately after the event.
General description of security measures, where possible	A DPN is attached to this ROPA.

Data protection notice	Published internally