



European Committee
of the Regions

Record of processing activity – Working document

Renouveau & Démocratie Data Management

PART 1 - Record

1. General Information

Reference number	RE3-23
Last update	18/02/2026
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	Contact details for R&D: renouveau-democratie@cor.europa.eu Contact details for E3: workingconditionscor@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	Renouveau & Démocratie (R&D) is responsible for processing personal data to send newsletters, manage opt-out preferences, and conduct EESC-CoR elections. In accordance with Article 10 b of the Staff Regulations, Renouveau & Démocratie, in its trade union position, informs staff of its actions via an official functional mailbox (FMB) granted by Directorate E of the CoR, using the formal staff directory available to all staff. The personal data processed for this purpose include: the full name and the email address, as well as the administrative location, the Directorate/Unit of employment and the login identifier. All communications include links allowing recipients to opt out of future messages. To respect these preferences, R&D maintains a single opt-out list, which contains only the data of staff who have requested not to receive further newsletters. This list is the only newsletter-related personal data stored by R&D. In addition, R&D processes personal data to manage the EESC-CoR elections. This includes: - Verifying voter eligibility according to union membership and applicable rules; - Collecting and verifying candidate applications submitted by eligible members; - Administering electronic voting through a secure platform; - Compiling and communicating election results to members.
--	--

	These election-related activities are tightly linked to R&D's mission of ensuring fair, transparent, and secure internal elections. The CoR is responsible for processing personal data to manage the technical operation of the Functional Mailbox, and ensure compliance with institutional requirements. All processing is carried out in compliance with applicable GDPR and EUDPR requirements, ensuring that personal data are used solely for these purposes and are protected from unauthorized access or disclosure. Your personal data will not be used for an automated decision-making including profiling.
Categories of persons whose personal data are processed	Staff that has not opted out from receiving the R&D Communications.
Categories of personal data processed	R&D processes: the full name and the email address, as well as the administrative location, the Directorate/Unit of employment and the login identifier. In addition, R&D processes personal data to manage the EESC-CoR elections. This includes: Verifying voter eligibility according to union membership and applicable rules; Collecting and verifying candidate applications submitted by eligible members; Administering electronic voting through a secure platform; Compiling and communicating election results to members. The CoR is responsible for processing personal data to manage the technical operation of the Functional Mailbox, and ensure compliance with institutional requirements. All processing is carried out in compliance with applicable GDPR and EUDPR requirements, ensuring that personal data are used solely for these purposes and are protected from unauthorized access or disclosure. Your personal data will not be used for an automated decision-making including profiling.
Recipients of the personal data	Data and information transmitted to Renouveau & Démocratie is dealt with in strict confidentiality and will only be accessed by persons dealing with the administrative functioning of the organisation and for the purposes of processing the tasks described in point 4 of this DPN.
Transfers of personal data to a third country or an international organization	Your data is not transferred to any third country nor to any international organization.
Retention period of the personal data	As long as the data subject belongs to the staff of the CoR, unless they opt out from receiving any communications from R&D.
General description of security measures, where possible	The data is only accessed by a very limited number of recipients.
Data protection notice	Published internally