



European Committee
of the Regions

Record of processing activity – Working document

CIVEX Commission Activities

PART 1 - Record

1. General Information

Reference number	RB3-16
Last update	12/06/2026
Controller	European Committee of the Regions
Directorate	Directorate B
Unit	B.3 CIVEX
Contact details	civex@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 (1) collect relevant data on participants that enables CIVEX to organise in-person, hybrid, and online stakeholder consultations, events and meetings and/or (2) to compile and analyse stakeholder contributions and surveys for inclusion in policy analyses, CoR opinions and reports. 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; • prepare, inform and support CoR opinions; • contribute to reports and consultations; • ensure effective communication with stakeholders; • document, report on, communicate and promote CIVEX activities and their outcomes through live webstreaming, the use of photographs, audio recordings and video recordings of participants,
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	subject to the participant's consent or role (e.g. active speakers); • manage and analyze targeted stakeholder questionnaires, consultations, and online surveys conducted via corporate tools (e.g., EUSurvey) to gather input for CoR policy reports, studies, and consultative opinions; • gather feedback, evaluate event quality, and improve future activities through post-event satisfaction surveys and evaluation forms; The personal data may also be processed for the purpose of following up on an enquiry by the European Ombudsman or in case of court proceedings before the EU Court of Justice.
Categories of persons whose personal data are processed	Participants to CIVEX in-person, hybrid, and online stakeholder consultations, events and meetings.
Categories of personal data processed	The following registration data fields can be required (marked as mandatory or optional) for the organisation of CIVEX activities: • 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; • date of birth, ID card or passport number, and its validity date (where strictly necessary for security screening and building access management) • Invited guests may be asked to voluntarily provide information relating to 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. Processing is based on the explicit consent of the data subject (Articles 5(1)(d) EUDPR and 10(2)(a) EUDPR) and is limited to what is strictly necessary. The data is accessible only to authorised staff and is deleted immediately after the event. • For online survey and consultation participants: Responses to survey questions, professional opinions, and—where explicitly provided—contact details for follow-up or case-study verification (e.g., name, email, specific subnational authority or organization represented). Participants are actively discouraged from submitting unsolicited personal or sensitive data within free-text boxes. • In the context of CIVEX activities, personal data may also include visual and audiovisual material collected during events, and more specifically photographs, audio or video recordings of participants taken during CIVEX activities (including meetings, events and stakeholder consultations). These photographs and audio/video recordings may be used for communication, reporting and visibility purposes (e.g. publication on the CoR website, social media, or in reports). Such data will only be processed on the basis of your consent, which you may withdraw at any time.

Recipients of the personal data	CIVEX 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. Data may be also shared as necessary with CoR members and other CoR services, in particular in case of subsidiarity monitoring activities. In the case of CIVEX events 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. For photographs and audio/video recordings taken during CIVEX activities, the recipients of the data may include the CIVEX secretariat and relevant CoR communication services responsible for publication and dissemination (e.g. on the CoR website, social media platforms, and official publications). Where CIVEX activities are organised in cooperation with external partners, such materials may also be shared with co-organising entities for communication and reporting purposes. In this context, each party acts as a separate data controller in accordance with applicable data protection rules. Publicly disseminated materials may be accessible to a wider audience, including outside the European Union. Under certain conditions defined by the Law, we may disclose your information to third parties (such as the European Anti-Fraud Office, the Court of Auditors, the European Ombudsman or in case of court proceedings, before national courts or the CJEU) if it is deemed necessary and proportionate for lawful, specific purposes. We will never share your personal data for direct marketing or commercial purposes.
Transfers of personal data to a third country or an international organization	No, your personal data is not transferred to a third country or international organisation as a general matter. Where personal data are transferred to recipients located outside the European Economic Area (EEA), such transfers shall take place only where the conditions laid down in Chapter V of Regulation (EU) 2018/1725 are fulfilled, including where an adequacy decision exists, appropriate safeguards are provided, or a derogation under Article 50 applies.
Retention period of the personal data	Your data are kept for one year after the validity of the accreditation period as a general matter. This applies in particular to data collected for the organization of CIVEX meetings and other related activities to allow for any necessary administrative, financial and audit-related checks, as well as follow-up actions arising from the meeting. The data is then deleted. In the event of any security incidents and investigations, this period will be extended in accordance with article 79(2)(b) EUDPR. Dietary preferences, and information relating to special assistance requests will be deleted immediately after the event or when no longer needed.

	Data collected for CIVEX consultations surveys and subsidiarity monitoring activities is retained for a period of two years and then deleted. This period corresponds to the completion of the opinion cycle, and may be extended to comply with auditing requests or inquiries. The videos and photos taken during CIVEX activities may appear on social media and may be stored there indefinitely, only in circumstances where consent has been provided. You can withdraw your consent at any time.
General description of security measures, where possible	Only a very limited number of recipients have access to the data subjects' personal data. They are mainly targeted CIVEX Commission staff. No automated decision-making.
Data protection notice	https://www.cor.europa.eu/sites/default/files/2026-06/civex_activities_.pdf