



European Committee
of the Regions

Data Protection Notice

Handling of personal data during the mandate of the Data Protection Officer (DPO) in CoR

1. Introduction

The European Committee of the Regions (CoR) is committed to respecting and protecting your personal data in accordance with [Regulation \(EU\) 2018/1725 \(hereinafter the EUDPR\)](#).

Your personal data may be collected and processed for the activities related to the mandate and function of the CoR data protection officer (DPO).

2. Who is responsible for the processing of personal data?

The CoR (as controller) is responsible for the processing of personal data and the different CoR departments (as delegated controllers) are responsible for ensuring that their processing operations are carried out in compliance with the EUDPR. The Data Protection Officer is the responsible service (delegated controller) for personal data processed related to its mandate and function (email: data.protection@cor.europa.eu)

3. What is the purpose of the processing?

Personal data are collected and processed in the framework of the mandate of the DPO, in order to:

(a) inform and advise the CoR (controller and delegated controllers) or their processors and the employees, who carry out processing of their obligations pursuant to the EUDPR and other Union data protection provisions or any request for advise concerning the interpretation or application of Regulation (EU) 2018/1725;

(b) to ensure in an independent manner the internal application of the EUDPR; to monitor compliance with this Regulation, with other applicable Union law containing data protection provisions and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, the raising of awareness and training of staff involved in processing operations, and the related audits;

(c) to ensure that data subjects are informed of their rights and obligations pursuant to the EUDPR and that their rights and freedoms are not adversely affected by Commission's processing operations;

(d) to provide advice where requested, in particular as regards personal data breaches, data protection impact assessments, and prior consultation of the European Data Protection Supervisor (EDPS);

(e) to investigate matters and occurrences directly relating to the DPO's tasks (either on the latter's own initiative or at the request of the controller or its processor, the staff committee concerned or any individual), and report back to the person who commissioned the investigation or to the controller or its processor;

(f) to make recommendations to the controller or its processor for the practical improvement of data protection and advise them on matters concerning the application of data protection provisions;

(g) to respond to requests from the EDPS; within the sphere of the DPO's competence, to cooperate and consult with the European Data Protection Supervisor upon request (e.g. in relation to complaints transmitted or inspections launched by the latter) or on the DPO's own initiative.

Your personal data will not be used for an automated decision-making including profiling.

4. What is the legal basis for the processing?

The DPO processes your personal data based on Article 5(1)(a) of the EUDPR, according to which "processing is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the Union institution or body".

Additionally based on Article 5(1)(b): "processing is necessary for compliance with a legal obligation to which the controller is subject". The tasks of the DPO are laid down in Articles 43 to 45 of the EUDPR and explained above.

5. What personal data are processed?

Any personal data of any individuals (such as applicants, natural persons who brings to the attention of the DPO any matter alleging a data breach, who requests that the DPO monitors, investigates or audits a specific processing activity or the CoR, who consults the DPO on any matter concerning the interpretation of the EUDPR, who complains to the EDPS pursuant to Art. 63 and 68 of the EUDPR etc.) whose personal data are processed by the CoR or its processors, might potentially be the subject of DPO's monitoring, investigative, auditing or consultative activities.

The DPO may collect and further processes any type of personal data obtained:

- from the data subjects where they exercise their rights under the EUDPR and consult the DPO;
- from the delegated controllers where they consult the DPO or request monitoring, notify a data breach, in case of investigations or audits;
- from the EDPS in relation to the complaints transmitted or inspections launched by the EDPS;
- by own initiative when investigating for ensuring compliance by the delegated controllers.

6. Who are the recipients or categories of recipients of your personal data?

The DPO, who is responsible for carrying out this processing operation, has access to your personal data. Access is, on a case-by-case basis, provided also to other CoR authorised staff in accordance with the 'need to know' principle.

In case of a data processing concerning the CoR-EESC joint services, your data may be shared, where needed, with the DPO of the European Economic and Social Committee (EESC).

Please note that pursuant to Article 3(13) of the EUDPR, public authorities (e.g. the EDPS, Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law, shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

7. Are your personal data transferred to a third country or international organisation?

No, your data will not be transferred to a third country or international organisation.

8. How can you exercise your rights?

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to request the deletion of your personal data (if processed unlawfully) and, where applicable, the right to data portability.

You have also the right to object to the processing of your data on grounds relating to your particular situation, at any time.

You can direct your queries to data.protection@cor.europa.eu. Your query will be dealt without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary.

You have the right of recourse to the EDPS (edps@edps.europa.eu) if you consider that your rights under the EUDPR have been infringed as a result of the processing of your personal data by the CoR.

9. How long are your personal data kept for?

The DPO only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely:

Personal data concerning requests to exercise a right, complaints or requests for an investigation (including at the DPO's own initiative) are kept for ten years. After that period of time the files are destroyed or, if they serve statistical purposes, anonymized (Article 4(1) (b) and (e) of the Regulation (EU) 2018/1725).

Where needed to process a request to exercise a right, to deal with a complaint or a request for an investigation, personal data in an ID card or a passport serves for identification purposes only and will be destroyed one year after the identity has been established.

10. Are the personal data collected used for automated decision-making, including profiling?

The CoR will not use your personal data to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention.

11. Will your personal data be further processed for a purpose other than that for which data have been obtained?

Your personal data will not be further processed for a different purpose.

12. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact first of all the data controller, data.protection@cor.europa.eu.

You may also contact the EDPS (edps@edps.europa.eu) at any time.