



**European Committee
of the Regions**

LEGAL NOTICE

Processing of photographs taken and audio and video recordings made during meetings and events at the Committee of the Regions

1. Purpose of data processing

Depending on the event, the purpose may vary:

- Transcribing CoR meeting debates for drafting minutes
- Storing data for historical purposes (mainly statutory meetings)
- Publicising CoR activities
- Publicising CoR activities internally

2. Legal basis for data collection and processing

Article 5 of Regulation 45/2001:

- letter a): *a provision in the Treaties or in the secondary legislation*
- letter d): the data subject has unambiguously given his or her consent,

3. Type of data processed

- Audio recordings of events
- Video recordings of events
- Photos of events

4. Who has access to this data?

1. UNIT A2 – STATUTORY BODIES AND MEETINGS: makes audio and video recordings for all statutory meetings in our meeting rooms or off-site (EP, EC or local premises). Also makes audio/video recordings and ensures video web-streaming on request for meetings and events held

on our premises (meeting rooms and open areas). Also sends the material to the archives department for storage.

2. **DIRECTORATE D – COMMUNICATION:** produces and distributes audio-visual material such as videos, TV footage, photos, web-streaming, etc. Publishes pictures and videos from meetings and events (on the intranet, internet and social media).

5. To whom are these data transferred?

1. **UNIT A2 – REGISTRY SECTOR:** audio and video recordings of statutory meetings are sent to this unit to be processed for drafting minutes. The unit also sends the material to the archives department for storage.
2. **UNIT A1 – ARCHIVES DEPARTMENT:** In charge of filing all analogue and digital material (including audiovisual information).
3. **DIRECTORATE B:** audio/video recordings of Directorate B commission meetings are sent to this directorate to be processed for drafting minutes. The directorate also sends the material to the archives department for storage.
4. **DIRECTORATE C:** audio/video recordings of Directorate C commission meetings are sent to this directorate to be processed for drafting minutes. The directorate also sends the material to the archives department for storage.

6. How long is your personal data kept?

Audio and video recordings are part of the historical archives of the institution and are kept for 30 years.

Photos are processed by the Directorate D in line with its internal procedures.

7. How can you access, rectify or remove your personal data?

You have the right to access your personal data, and the right to correct any inaccurate or incomplete personal data by sending an email to:

- Caroline Bouquerel, Head of Unit (caroline.bouquerel@cor.europa.eu) if your request concerns audio/video recordings of meetings of the Conference of Presidents, Bureau and/or plenary session.
- Laurent Thieule, Director Legislative Work 1 (laurent.thieule@cor.europa.eu) if your request concerns audio/video recordings of meetings of the NAT, ENVE and/or CIVEX commissions.
- Thomas Wobben, Director Legislative Work 2 (thomas.wobben@cor.europa.eu) if your request concerns audio/video recordings of meetings of the COTER, ECON and/or SEDEC commissions.
- Wolfgang Petzold, Deputy Director Communication (wolfgang.petzold@cor.europa.eu) if your request concerns video footage and/or photos taken during an event.

Your request will be processed as soon as possible and within 10-15 working days.

If you have any queries concerning the processing of your personal data, you may address them to the people mentioned above.

8. Where to address complaints or report irregularities?

The first level of contact is mentioned in item 7 above.

The Data Protection Officer of the Committee of the Regions can be contacted at:
data.protection@cor.europa.eu

You have the right to have recourse at any time to the European Data Protection Supervisor:
edps@edps.europa.eu