



European Committee  
of the Regions

## PRIVACY STATEMENT

### Management of audio-visual recordings of the CoR's statutory meetings (Conference of Presidents, Bureau, Plenary Session)

#### 1. Short Description

The European Committee of the Regions' main meetings may be audio-recorded, web-streamed, video-recorded and photographed. The CoR may use the material thus collected for different purposes, including internal and external communication, in line with the CoR Bureau Decision No 15/2018 on the recording of activities undertaken by the European Committee of the Regions. Different directorates and units are involved in this data processing.

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

The European Committee of the Regions (CoR) is responsible (as controller) for the processing of personal data. The responsible service is depending on the type and the stage of the audio-visual recording, there are three possibilities:

- For audio and video recordings and webstreaming, the responsible service is Unit A2 – Statutory bodies and meetings (Head of Unit Caroline Bouquerel, e-mail: [Grefe@cor.europa.eu](mailto:Grefe@cor.europa.eu)).
- For audio-visual recordings, such as videos, TV footage, webstreaming, photos, etc. the responsible service is the Directorate for Communication (Deputy Director Wolfgang Petzold, e-mail [Dir-D-contact-point@cor.europa.eu](mailto:Dir-D-contact-point@cor.europa.eu)).
- For filing the audiovisual information, the responsible service is Unit A1 – Documentation center (Head of Unit Pierre Alexis Feral, e-mail: [Transparence@cor.europa.eu](mailto:Transparence@cor.europa.eu)).

#### 3. What is the purpose of the processing?

Depending on the activity, the purpose may vary:

- Transcribing of CoR meeting debates for drafting minutes
- Storing of data for the memory of the institution; and opening of those data to the public
- Publicising CoR activities
- Communicating about CoR activities, including on the social media
- Acting upon a media request, for media coverage, press activities or communication priorities of the Directorate for Communication

#### 4. What is the legal basis for the processing?

- Article 5 (a) of Regulation (EU) 2018/1725: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body". This legal basis applies to CoR members, EU statutory staff, all staff providing support to CoR members in line with the Rules of procedure, and all persons to which the status of the CoR members is applicable.

OR

- Article 5 (d) of Regulation (EU) 2018/1725: "the data subject has given consent to the processing of his or her personal data for one or more specific purposes". This legal basis applies to visitors and external participants. The request for consent is built in the badge

request form and other forms of the CoR. The consent can also be given on a specifically dedicated declaration form.

**5. What personal data are processed?**

Audio-recording, video-recording, audio-visual recording, webstreaming and photo made during the meeting.

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

- **Unit A2 – Statutory Bodies and Meetings: the "Technical support in meetings" sector** makes audio and video recordings for all statutory meetings in our meeting rooms or off-site (in the building of the European Parliament of the European Commission or at other local premises). They also ensure video web-streaming on request for meetings held on our premises (meeting rooms and open areas).
- **The "Registry" sector of Unit A2** receives the audio-recordings of the Bureau and of the plenary sessions for drafting the minutes. The "Registry" sector of Unit A2 also sends the material to Unit A1 for storage.
- **The "Task Force Conference of Presidents" of Directorate A** receives the audio-recordings of the Conference of Presidents for drafting the minutes.
- **Directorate for Communication:** produces and distributes audio-visual material such as videos, TV footage, photos, web-streaming, etc. This Directorate publishes pictures and videos from meetings (on the intranet, internet and social media).
- **Unit A1 – Documentation center / "Archives" and "Transparency" sectors:** they are in charge of filing all analog and digital material (including audiovisual information).

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

No.

**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 object to the processing of your data and to request the deletion of your personal data (if processed unlawfully).

Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability). Where applicable, you also have the right to withdraw your consent at any time.

You can direct your queries to [Grefe@cor.europa.eu](mailto:Grefe@cor.europa.eu); [Dir-D-contact-point@cor.europa.eu](mailto:Dir-D-contact-point@cor.europa.eu); and/or [Transparence@cor.europa.eu](mailto:Transparence@cor.europa.eu). The query will be dealt with within 15 working days.

You have the right of recourse to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation 2018/1725 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?**

**Recordings made during the Conference of Presidents:**

- Audio-recording: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting
- Audio-visual recordings (video, photo): part of historical archives, opened to the public after a period of 30 years

**Recordings made during the Bureau:**

- Audio-recording: destroyed as soon as the relevant minutes are approved or, at the latest, 6 months after the date of the meeting
- Audio-visual recordings (video, photo): part of historical archives, opened to the public after a period of 30 years

**Recordings made during the Plenary session:**

- Audio-recording: part of historical archives, opened to the public after a period of 30 years
- Webstreaming: max. 5 years
- Audio-visual recordings (video, TV footage, photo etc.): part of historical archives, opened to the public after a period of 30 years

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

No.

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

No.

**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 the data controller, [Grefe@cor.europa.eu](mailto:Grefe@cor.europa.eu); [Dir-D-contact-point@cor.europa.eu](mailto:Dir-D-contact-point@cor.europa.eu); and/or [Transparence@cor.europa.eu](mailto:Transparence@cor.europa.eu).

You may also contact the CoR data protection officer ([data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu)) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) at any time.