

## 1. General Information

Reference number	J027
Last update:	17/04/2024
Joint controllers:	EESC and CoR
Joint controllership arrangement	<a href="#">EESC-CoR JCA</a>
Directorate/unit:	Multiple services
Contact details:	<p>Head of the Visits and Publications Unit, Directorate D – Communication and Interinstitutional Relations, European Economic and Social committee, Rue Belliard 99-101, 1040 Brussels</p> <p>Head of the D2 Events and local dialogues unit, Directorate D – Communication, European Committee of the Regions, Rue Belliard 99-101, 1040 Brussels;</p>
DPO - contact details	<a href="#">EESC Data Protection</a> ; <a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	<p>Contracted Service providers CREASET Boulevard Pacheco 34-36, 1000 Bruxelles, Belgium</p> <p>Pracsis Place Communale d'Auderghem 8, 1160 Brussels, Belgium</p> <p>GOPA.COM 2 Boulevard de la Woluwe, B-1150 Brussels</p>
Data Processing Agreement	n/a

2. Purpose and description of the personal data processing	
Purpose(s) of the personal data processing	<p>Data is used:</p> <ul style="list-style-type: none"> <li>for the organisation and management of the event</li> <li>for accreditation purposes</li> <li>for communication and publicity purposes</li> <li>for financial purposes</li> </ul>
Categories of persons whose personal data are processed	<p>EESC &amp; CoR staff</p> <p>EESC &amp; CoR Members</p> <p>Visitors</p> <p>Service providers contracted for the organisation and/or delivery of the event</p>
Categories of personal data processed	<p>The following personal data may be processed in the context of the EU Open Day 2024 at the EESC and CoR in Brussels:</p> <p>i) General public (visitors)</p> <ul style="list-style-type: none"> <li>- Photos and/or videos of identifiable persons or groups being taken by CoR and EESC communication department.</li> <li>- Photo Booth data: Pictures and email addresses are entered into the booth by visitors during the Open Day if visitors would like to have the photos emailed to them. They are under no obligation to enter these details and the photo booth does not retain nor transfer the email addresses</li> <li>Recordings: Photos and/or videos and/or audio recordings of identifiable persons or groups. Special lanyards are available at the information desk in JDE reception hall so identify visitors who prefer not to be photographed or filmed by the EESC or CoR. Notices will be posted in JDE reception as well as around the building to inform visitors of these lanyards.</li> </ul> <p>ii) Service providers (legal person):</p> <ul style="list-style-type: none"> <li>- Organisation Name</li> <li>- Country Represented</li> <li>- Email Address</li> <li>- Website</li> <li>- Phone Number</li> <li>- Street, Number, P.O. Box</li> <li>- Postal Code</li> </ul>

	<ul style="list-style-type: none"> <li>- City, Town, Area</li> <li>- Country</li> <li>- Key contacts from the organisation</li> </ul> <p>iii) Service provider contacts (natural person):</p> <ul style="list-style-type: none"> <li>- Last Name</li> <li>- First name</li> <li>- Gender</li> <li>- Organisation</li> <li>- Country Represented</li> <li>- Job Title</li> <li>- Email Address</li> <li>- Phone Number</li> <li>- Mobile phone</li> <li>- Street, Number, P.O. Box</li> <li>- Postal Code</li> <li>- City, Town, Area</li> <li>- Country</li> <li>- Number of ID card or passport, if accreditation is needed</li> <li>- Date of birth</li> <li>- Nationality</li> </ul> <p>iv) Data of staff and members necessary for the organisation and management of Open Day</p> <ul style="list-style-type: none"> <li>- Title, name, surname, unit, email address, size of t-shirt required, duration of availability on Open Day.</li> </ul> <p>v) Accreditation Data: collected for accreditation purposes, according to the standards established by the Security service</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Surname</li> <li>- Date of birth</li> <li>- Nationality</li> <li>- Number of ID card or passport</li> </ul> <p>For additional information please refer to the record on accreditation (J001) and to the related data protection notice.</p>
Recipients of the personal data	The respective organising teams within Units D2 in the EESC and the CoR; Security and accreditation colleagues
Transfers of personal data to a third country or an international organization	No transfers will take place

Retention period of the personal data	<p>Accreditation</p> <p>Data obtained for these purposes are transferred to the Security service and then deleted by the organising teams in units D2 in both the EESC and CoR. The Security service retains data for one year, according to the record on accreditation (J001) and to the related data protection notice</p> <ul style="list-style-type: none"> <li>• Pictures and videos that are going to be used as communication material will be kept for a period of 30 years in accordance with EESC Decision No. 206/17 A and CoR Decision No 15/2018);</li> <li>• Pictures and videos that are not going to be used as communication material will be kept for 12 months after the event.</li> <li>• Data of staff and members necessary for the organisation and management of Open Day will be kept for 12 months after the event.</li> <li>• Data of contractors are to be retained in the department in charge of the procedure until it is finalised, and in the archives for a period of at least five years following the date on which the European Parliament gives discharge for the financial year of the last payment (see Article 75 of the Financial Regulation), or, as the case may be, until the end of a possible audit, administrative or judicial procedure, if one such procedure started before the end of the above period.</li> </ul>
General description of security measures, where possible	<p>Personal data collected by the EESC are stored on the EESC's servers.</p> <p>Personal data collected by the CoR are stored on the CoR's servers. The access to all personal data as well as all information collected in the context of the meeting/event is only available to a defined population of users, namely the respective organising teams within units D2 in the EESC and the CoR.</p> <p>Contractors used in the framework of the "Open Day" event will take some pictures. Pictures will be published on the intranet and EESC Internet web pages. Processors are obliged to respect the data protection clauses of the contract.</p>
Data Protection Notice	<a href="#">Data Protection Notice</a>