



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about  
the processing and the protection of your personal data.**

**Processing operation: *European Week of Regions and Cities***

**Data Controller: European Commission- *Directorate-General for Cohesion and Reforms –  
Communication Unit and European Committee of the Regions - Communication Directorate***

**Record reference: *DPR-EC-01266***

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## 1. Introduction

The European Commission (hereafter ‘the Commission’) and the European Committee of the Regions are committed to protect your personal data and to respect your privacy. The Commission and the European Committee of the Regions collect and further process personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “*European Week of Regions and Cities*”. undertaken by *Directorate-General for Cohesion and Reforms – Communication Unit and the European Committee of the Regions – Communication Directorate* is presented below.

**The European Week of Regions and Cities is an annual four-day event during which cities and regions showcase their capacity to create growth and jobs, implement European Union cohesion policy, and prove the importance of the local and regional level for good European governance.**

The event was created in 2003 when the European Committee of the Regions (the CoR) invited Brussels-based local and regional representations to the European Union to open their doors to visitors simultaneously. One year later the European Commission's DG for Cohesion and Reforms also joined the adventure.

With some 500 selected partners and around 12 000 (digital) participants at the 2020 edition, the EURegionsWeek constitutes the EU institutions' biggest annual corporate event in Brussels, gathering cohesion policy stakeholders, elected local and regional politicians, civil societies, associations and individuals from all over Europe and beyond, under the spotlights of some 200 journalists.

## 2. Why and how do we process your personal data?

Purpose of the processing operation:

Registration of partners’ application

*Directorate-General for Cohesion and Reforms – Communication Unit and the European Committee of the Regions – Communication directorate* collect and evaluate the contents of partners' applications. After evaluation, content as session description, names of partners’ organisation of the selected partners’ applications and contact details collected via the partner search tool for regional partnerships are published on the Event Website.

Registration to participate in the event

*Directorate-General for Cohesion and Reforms – Communication Unit and the European Committee of the Regions – Communication directorate* collect and use your personal information to communicate with participants before and after the event, Swapcard event platform is used specifically for this virtual event: publishing the program, allowing participants to follow sessions on line and facilitating networking among participants. Participants have access to the platform with a login and a personal password. The participant’s account and data remains in the system until the participant unsubscribe and delete it manually. In the event that user’s account remains inactive for a period of 3 years, Swapcard will delete the user’s account and all of his/her data.

Live web streaming, video recordings and images of the speakers and the participants, as well as photographs of groups of participants and organizers will be taken and published in the context of the meeting previous their specific authorization.

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

### **3. On what legal ground(s) do we process your personal data**

*We process your personal data, because:*

*(a) 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;*

*(b) processing is necessary for compliance with a legal obligation to which the controller is subject;*

*(c) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;*

Article 58 of Regulation 1303/2013 laying common provisions for the European Structural and Investment Funds, regarding technical assistance at the initiative of the Commission. Article 58(1) (f) CPR – technical assistance – networks: "actions to disseminate information, support networking, carry out communication activities with particular attention to the results and added value of support from the ESI Funds, raise awareness and promote cooperation and exchange of experience, including with third countries".

### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation *Directorate-General for Cohesion and Reforms – Communication Unit and the European Committee of the Regions – Communication directorate* collect the following categories of personal data.

Specifically for on-site participation:

The provision of personal data is mandatory to meet a *statutory* requirement for security reasons. If you do not provide your personal data, we cannot grant you access to the premises.

- *Name;*
- *Function;*
- *Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, IP address, etc.);*
- *passport number, ID number.*

*The online registration platform collects:*

*- as mandatory data:*

- *Email*
- *First name*
- *Last name*
- *Company*

*- as optional data:*

- *Photo*
- *Telephone*
- *Social media*

## **5. How long do we keep your personal data?**

*Directorate-General for Cohesion and Reforms – Communication Unit and the European Committee of the Regions – Communication directorate* only keep your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for evaluation process.

The data controller only keeps the data for as long as follow-up actions to the event are necessary, considering the purpose(s) of the processing of personal data: European Week of Regions and Cities and its related management. The data is typically deleted one year after the event.

Users profile in the event registration system will be deleted after 3 years of inactivity.

Reports containing personal data will be archived according to the Commission's legal framework.

## **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission, the European Committee of the Regions or of its contractors (included on the contractors' Cloud). All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission and European Committee of the Regions' contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

In order to protect your personal data, the Commission and the CoR have put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission and CoR staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The recipients of the data are the Communication unit of DG REGIO, the European Committee of the Regions – Communication directorate and their contractors

- A cookie consent banner is displayed on the website where users can select to accept or reject first and third party cookies.

- First party cookies are linked to users' session management and analytics.

- Parts of the website could contain videos from YouTube photos from Flickr social media content from Twitter or Facebook.
- The EURegionsWeek Youtube channels will contain recorded videos of all the sessions.
- Participants in the European Week of Regions and Cities to facilitate interactivity around the themes linked with the European Week of Regions and Cities through a dedicated event platform “Swapcard” accessible from the EURegionsWeek website.
- Bodies in charge of a monitoring or inspection task in accordance with Community legislation and in case required to do so by law.
- Organisers from the Commission and the Committee of the Regions and their contractors.
- Other workshop organisers to which participants specifically chose to register, for the purpose of accepting their registration and where needed allowing access to their premises.
- Where needed, list of participants (including name/surname/nationality/ID or passport n° and validity date/date of birth) is introduced in the E-PASS information system or sent by e-mail to the Security Office of the Commission for access control purposes by security guards to Commission's premises (under the responsibility of DG HR/DS -see record DPR-EC-00655).

**- What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You have consented to provide your personal data to *Directorate-General for Cohesion and Reforms – Communication Unit and the European Committee of the Regions - Communication directorate* for the present processing operation. You can delete accepted cookies from your browser. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

The information linked to the organisation of the event is shared between the Commission DG REGIO and the European Committee of Regions both acting as data controller.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below in your request.

**8. Contact information**

**- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments,

questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

- DG Cohesion and Reforms - Communication Unit

Phone : +32 2 297 16 03

- European Committee of the Regions – Communication directorate

EURegionsweek@cor.europa.eu

- [REGIO-A2-COMMUNICATION@ec.europa.eu](mailto:REGIO-A2-COMMUNICATION@ec.europa.eu)

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The Data Protection Officer (DPO) of the CoR**

You may contact the Data Protection Officer ([data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **9. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: *DPR-EC-01266*

The European Committee of Regions data protection officer publishes the register of all processing operations delivered by the CoR on the CoR central register.