



**European Committee
of the Regions**

Data Protection Notice

CoR INTRANET (MYCOR)

1. Introduction

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

The CoR intranet is the internal working tool and information channel for the staff and members of the CoR and the EESC/Joint services. It's a SharePoint-based collaborative web application, meaning that you can share information, articles and documents directly with your colleagues. For the efficient function of the CoR's intranet, your personal data may also be processed.

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

The CoR is responsible (as controller) for the processing of personal data.

The delegated controller is the Head of Unit D.3 Digital Communication and IT strategy, email: corwebmaster@cor.europa.eu.

For the Sharepoint application, the processor is Microsoft (see further the [DPN Microsoft 365](#)).

For web analytics, the processor is Innocraft, who provides a web analytics tool, Matomo, in Microsoft Sharepoint Environment (see further the [Matomo Data Processing Agreement](#)).

3. What is the purpose of the processing?

It is meant to facilitate communication between colleagues in various buildings and members in the member states. The intranet allows you inter alia to:

- find out who colleagues are and where they work;
- find administrative information and forms;
- view images, interviews and videos from events or for internal communication;
- access various applications needed for the daily work or for administrative matters.

4. What is the legal basis for the processing?

The legal basis for the processing of personal data is Article 5.1.a of Regulation (EU) 2018/1725 (EUDPR), according to which "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".

Where this legal basis is not applicable, your personal data are processed based on your consent (Article 5.1.(d) according to which "the data subject has given consent to the processing of his or her personal data for one or more specific purposes").

5. What personal data are processed?

Processing of content (texts, documents, images, videos) on the intranet pages is manual – each intranet contributor has responsibility for the content they upload on their respective sections of the intranet, having obtained the consent from the persons appearing in them.

On the *Who is who* pages and/or parts on the CoR intranet, name, official work title, office number, phone number, e-mail are collected from the staff database ([ECAS/Sysper data protection notice](#)), structured according to Directorates/units. Photos are automatically imported from the Sysper database, in case the person agreed with the publication [[Specific Privacy Statement SysPer, March 2017 version](#)].

User traffic is recorded anonymously within the SharePoint Analytics tool and the Matomo web analytics tool. Information collected is anonymised and used solely for CoR intranet data collection regarding measurement purposes, usage monitoring and performance evaluation and analysis. It does not entail any kind of staff evaluation or personal preferences data usage. Examples of data collected are: top pages, average number of daily unique visitors, page views, busiest day and time, search words.

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

- All authenticated users (CoR staff and members and EESC staff and members and Joint services staff) have access to the intranet;
- Webmaster team's staff (who manages the MyCoR page);
- Matomo web analytics superuser: authorised staff of the IT unit have super user access to the Matomo web analytics tool. They have the possibility to enable or disable anonymisation of personal data, such as the IP addresses and user ID. By default the user traffic is anonymised;
- Innocraft staff get access to anonymised data only to create analytics reports, used solely for the intranet data collection regarding measurement purposes, usage monitoring and performance evaluation and analysis. Examples of data collected are: page views, visits, unique visitors, site search, countries, members and devices used.

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

No transfer of personal data to a third country or international organisation takes place.

The CoR intranet data is stored in a database in the Innocraft/Matomo Analytics Cloud, on servers located in Frankfurt and Dublin.

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). You also have the right to withdraw your consent at any time. Please note that withdrawal of consent will not have retroactive effect.

A member of staff, or member of the CoR, who seeks access, or seeks to correct, amend, delete inaccurate data should direct his/her query to CoR intranet contact's functional mailbox myCoR_contact@cor.europa.eu and/or corwebmaster@cor.europa.eu. The query will be dealt with without undue delay and in any event within one month from receipt of your request. You have the right to lodge a complaint to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation 2018/1725 have been infringed as a result of the processing of their personal data by the CoR.

9. How long are your personal data kept for?

The data on the *Who is who* pages and/or parts are derived from the Sysper staff database and will be available on the Intranet for as long as the person is active.

Intranet content (texts, documents, calendars, images, videos, references): accessible until the Intranet contributors or Intranet owners remove it.

User traffic: The CoR intranet data (anonymised) in the *Sharepoint* environment is stored for 15 calendar days on the CoR/EESC IT unit's servers on the CoR premises (with backups on tapes, kept for a period of 3 months).

Matomo web analytics: All visits and actions raw data are deleted after 24 months and 24 days.

10. Are your 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 intranet functional mailbox: corwebmaster@cor.europa.eu, myCoR_contact@cor.europa.eu .

You may also contact the CoR Data Protection Officer (data.protection@cor.europa.eu) or the EESC Data Protection Officer (data.protection@eesc.europa.eu) and/or the [European Data Protection Supervisor](mailto:edps@edps.europa.eu) (edps@edps.europa.eu).