

## **Privacy Notice**

### **15th Advisory Forum on the Cultural Routes of the Council of Europe**

Yerevan, [Armenia](#)

22 - 25 September 2026

#### **1. Who is responsible for data processing?**

The Secretariat of the Enlarged Partial Agreement on Cultural Routes of the Council of Europe or “we” is the “data controller” with respect to the processing of personal data in relation to the 15<sup>th</sup> Advisory Forum, which means it has the decision-making power concerning the data processing. Processing of your personal data is governed by the [Council of Europe Regulations on the Protection of Personal Data](#) adopted by the Committee of Ministers on 15 June 2022.

The Ministry of Education, Science, Culture and Sport of the Republic of Armenia and the Cultural Development Foundation (hereinafter referred to as the “Co-organizers”) are co-organizers of this event and, in relation to the personal data they process for the organization and administration of the event, act as independent data controllers, as described in this Privacy Notice.

#### **.2. What data do we process and for what purpose?**

We process personal data that we receive either from you yourself or from another legitimate source (*such as your employer or your assistant*) insofar as they are necessary for us to provide your participation in the 15th Advisory Forum.

We process the types of personal data listed below for the following purposes:

##### **a) Participant administration**

To prepare the event, we need your title, name, surname, organisation (Cultural Route of the Council of Europe, international organisation or government affiliation), e-mail address and meeting preferences. You may voluntarily provide your dietary preferences. To accommodate your mobility and accessibility needs, we ask you to specify the type of assistance you require.

We use these data to ensure that your meeting and dietary preferences as well as your accessibility needs are taken into account to accommodate your needs, to issue the invitations for the event as well as to communicate relevant information to you. For clarification, your personal data will not be shared with the catering service or venues.

In addition, we may require information about your travel itinerary, i.e. the dates of departure and return, the preferred flight/train numbers and airport/train station, as well as the departure and destination cities to determine the appropriate budget allocations for travel assistance and/or travel assistance itself.

##### **b) Publication in participant and check-in lists**

As part of the event documentation, we draw up lists of participants and provide these to participants within the framework of the event with a view to promote professional networking. Additionally, we may make participants’ lists available to co-organisers, in order to facilitate check ins and overall event administration. Usually a participant list contains:

- First name and surname
- Organisation
- Function in the organisation or in the Forum

You can object to the inclusion of your data in the list of participants or specify that particular data should not be included in the list. Should this be the case, please contact us when registering your participation. Event co-organisers may use participant lists strictly for event administration, promoting professional networking and internal reporting.

#### **c) Use of your e-mail address for transmitting information**

After the event, we may use your e-mail address to provide information about other events or activities that may be of interest to you. You can withdraw from receiving e-mails from us at any time by notifying us accordingly by e-mail sent to [culturalroutes@coe.int](mailto:culturalroutes@coe.int).

#### **d) Photographs**

Photos will be taken during the event, for information purposes to illustrate and promote it and any related project or programme. The photos will be published on the Council of Europe websites as well as on social networks used by the Council of Europe.

- Group photos

Before taking the photos, you will be reminded orally that photos will be taken and informed of their intended use. You will also be reminded that it is not compulsory to be in the photos, and that you can stand out of the frame should you not wish to be photographed.

- Other pictures

If you do not wish to appear in the photos, you may object to being photographed by contacting us.

### **3. What is the legal basis for our processing of your data?**

We process your personal data on the basis of the Council of Europe's legal instruments and its internal rules in order to carry out activities necessary for the performance of the Council of Europe's tasks.

We take and use photos on the basis of our legitimate interest to promote the event and make it visible to the general public.

We collect your health, dietary, and accessibility information on the basis of your consent.

### **4. Who has access to your data?**

Only those persons within the Council of Europe, in particular the Secretariat of the Enlarged Partial Agreement on Cultural Routes of the Council of Europe team, who need your personal data in order to organise and conduct the event have access to them.

Interpretation will be available at the event with the help of interpreters of the Council of Europe. Names of speakers will be shared with the interpreters ahead of the event. Otherwise, while we will not share the participants' personal data with them, the interpreters may have access to some of your personal data insofar as necessary for the interpretation, for example, if you take the floor and introduce yourself.

The personal data necessary to issue you with a badge for entry to the venue buildings are processed by the co-organisers.

Where we provide you with travel assistance, your personal data will be processed by the services of the Council of Europe in charge of organising travel. We will share only the minimum personal data necessary for the provision of such services with the relevant service providers.

We will use your meeting preferences to put together a timetable for the B2B session (this only applies to certified Cultural Route representatives and member state representatives). The timetable

featuring your name, surname and organisation will be shared with the other participants of the B2B session.

We will share the list of participants with external consultants based in Armenia, who will act as consultant during the event. Their access to your personal data is strictly limited to what is needed for the delivery and organisation of the event. Through technical, organisational and legal measures we ensure that they also adhered to our data protection rules.

For registration and collection of your meeting preferences, we use Microsoft Forms as data processor. You can find information on Microsoft Forms Security and Privacy [here](#).

Photos will be made publicly available on the Council of Europe websites as well as on social networks used by the Council of Europe.

## **5. How do we store your personal data?**

Your personal data will be stored electronically on the Council of Europe's servers located in the European Union. We have put in place measures to protect the security of your personal information, including appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. These measures include encrypted servers, limited access to any databases only for those people who need it and secure backup of all data.

Where we share your personal data, such data may also be stored in the form of electronic files and hard copies.

## **6. How long will your data be stored?**

We will delete your meeting preferences after the B2B session on Friday, 25 September 2026, 16:45.

We will delete other personal data you have submitted for the participation in the event, except for the data included in the lists of participants, one month after the event.

The list of participants, along with other conference documents, will be stored for archiving purposes according to the Council of Europe's guidelines on archiving.

Photos of the event will be retained for as long as necessary for their use on public communication channels.

## **7. What are your data protection rights?**

You have the right to:

- request access to your personal information held by us;
- request that we correct incomplete or inaccurate personal information that we hold about you;
- request that we delete or remove your personal information when there is no valid reason for us to keep it;
- object to the processing of your personal information on specific grounds relating to your situation
- withdraw your consent at any time, in which case, the Council of Europe will cease to use your data. However, those copies of the data which have already been used or provided to third parties cannot be withdrawn from circulation.

If you wish to exercise your rights in relation to personal data processed by event co-organisers, please contact them directly.

## **8. Contacts**

If you wish to exercise the above rights, or for any queries, concerns, or requests you may have in connection with the way your data is collected and used, please contact the Council of Europe by:

- sending an email to [culturalroutes@coe.int](mailto:culturalroutes@coe.int);
- sending an email to the Council of Europe's Data Protection Officer at [dpo@coe.int](mailto:dpo@coe.int).

If you feel that we have not adequately responded to your request and consider that your data protection rights have been violated as a result of our processing of your personal data, you have the right to lodge a complaint with the Council of Europe Data Protection Commissioner by sending an e-mail to [datacommissioner@coe.int](mailto:datacommissioner@coe.int).

If you have any queries concerning the processing of your personal data by co-organisers, please contact them directly by:

- sending an email to **[lilit.poghosyan@escs.am](mailto:lilit.poghosyan@escs.am)** to contact the Ministry of Education, Science, Culture and Sports of the Republic of Armenia;
- sending an email to **[info@cultfoundation.am](mailto:info@cultfoundation.am)** to contact the Cultural Development Foundation.