

## Specific Privacy Statement

### 1. OBJECTIVE

The objective of this platform is to provide to its users a wide range of online courses developed under the Council of Europe Human Rights Education for Legal Professionals ([HELP](#)) Programme. It aims at serving as a portal for legal practitioners from and beyond the 47 Council of Europe Member States and all those who are interested in the European human rights standards in may different areas.

In order to enable this, users will be given the option to register some personal information to a specific e-learning platform, which is maintained by the Council of Europe's HELP Secretariat.

As this online service collects and further processes personal data, [Secretary General's Regulation of 17 April 1989 outlining a data protection system for personal data files in the Council of Europe](#), is applicable.

### 2. WHAT PERSONAL INFORMATION DO WE COLLECT, FOR WHAT PURPOSE AND THROUGH WHICH TECHNICAL MEANS?

The HELP e-learning platform collects the personal data for the following purposes:

- i. Any user who wants to obtain access to the HELP online platform in order to use the HELP online courses, communicate and share information, will need to enter certain contact details as further described below. Once access is granted these data will be retained in the user profile that will be viewable by the platform administrators within the restricted access area.

The **Identification Data** collected and further processed for the functioning of the HELP e-learning platform is as follows:

- the surname and first name of the registered users of this platform and
- their e-mail addresses.

Users will also need to enter their username.

Other information that may optionally be provided by the users, but are not required in order to set-up an account include: city/town,

- country,
- nationality,
- profession,
- city of profession,
- organisation name and
- type of organisation.

**The collection of data is based on voluntary agreement by the data subjects who wish to make use of the options offered by the platform.**

Furthermore, to make this platform work properly, we place small data files called “cookies” on your device. These cookies enable the platform, for example, to remember the session ID of authenticated users, keeping them logged in for a given period.

More information about the use of cookies on Council of Europe websites can be found at the following [link](#).

### **3. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?**

Access to your collected personal data is only granted to the HELP online platform administrators (the Council of Europe HELP Secretariat and the Council of Europe Department of Information Technology), including the company which hosts the HELP platform. They are linked to the data controller by a legal data protection and confidentiality clause in their contract.

Access to some of your personal data (name, surname and e-mail) may also be granted to a defined population of users who will typically be other practitioners / experts in the field (eg. other participants of self-learning courses) who have identical access to the HELP platform.

The ‘tutors’ of the so-called HELP tutors courses and peer participants also have access to the e-mail of the particular group of participants of a specific tutored course, in order to be able to disseminate information on the implementation of the courses, send out assignments for completion etc.

With the aim of better distributing information on similar Council of Europe activities, mailing lists composed by the names of the users of the platform may be used in the future by the HELP Secretariat for the purpose of contacting data subjects in the context of other HELP Secretariat activities.

If data subjects do not agree with this, they may contact the HELP Secretariat by using the Contact Information as mentioned below in this Privacy Statement.

The Council of Europe will not share personal data with third parties for direct marketing purposes.

### **4. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?**

Your contact details are recorded in a secured and protected database hosted by an external company based in the EU. Information on the company is available on request to the HELP Secretariat (see Contact Information below).

This contractor is aware of the prime importance to the Council of Europe of securing the hosted content in terms of confidentiality, integrity and data back-up, particularly in respect of the risks of physical or logical intrusion and is contractually committed to ensuring that your personal information is secure by putting in place and maintaining a security policy which meets the highest relevant security standards.

This contractor has *i.a.* guaranteed that no third party has access to the Council of Europe’s data, in particular other clients of the contractor using the same Server.

It has also undertaken to:

- i. prevent physical access to the Server by any unauthorised third party and to keep the Server on premises which comply with professional standards, particularly in terms of electrical safety and protection from the risks of intrusion, fire or overheating and

- ii. to put in place the necessary technical measures to protect the hosted content against computer viruses and against intrusions or attacks which might adversely affect the hosted content or its accessibility.

Inside the Council of Europe the database can be accessed using a UserId/Password.

Access to the application is via a non-encrypted connection using the normal http protocol.

#### **5. HOW LONG DO WE KEEP YOUR DATA?**

Personal data will be kept for as long as it is relevant for the functioning of the platform. All personal data will be deleted at the request of those concerned and if the platform is terminated. It is probable that the aggregate data on groups (excluding individual-level data) will be kept for another four years for the purpose of the research analysis and reporting.

#### **6. HOW CAN YOU VERIFY, MODIFY OR DELETE YOUR INFORMATION?**

In case you want to verify which personal data is stored on your behalf by the responsible controller, have it modified, corrected or deleted, please contact the controller by using the Contact Information below and by explicitly specifying your request.

#### **7. CONTACT INFORMATION**

In case you wish to verify which personal data is stored on your behalf in the HELP online platform, have it modified, corrected, or deleted, or if you have questions regarding the platform, or concerning any information processed in the context of the platform, or on your rights, feel free to contact the support team, using the following contact information:

HELP Secretariat: [DGI-Help-Programme@coe.int](mailto:DGI-Help-Programme@coe.int)

#### **8. RECOURSE**

In case of conflict the Council of Europe's [Data Protection Commissioner](#) can be contacted:

Mr Jean-Philippe Walter

Data Protection Commissioner  
DG I - Human Rights and Rule of Law  
Data protection Unit  
Council of Europe  
F-67075 Strasbourg Cedex.

[datacommissioner@coe.int](mailto:datacommissioner@coe.int)