

Registration for the parliamentary conference

Envisioning effective public policy to prevent and address cases of missing migrants

23 & 24 April 2025 – Council of Europe – Strasbourg

Privacy Notice

1. Who is responsible for data processing?

The Committee on Migration, Refugees and Displaced Persons of the Parliamentary Assembly of the Council of Europe is the “data controller” with respect to the processing of personal data in relation to the parliamentary conference on *Envisioning effective public policy to prevent and address cases of missing migrants*, 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.

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 parliamentary conference on *Envisioning effective public policy to prevent and address cases of missing migrants* to be held on 23 and 24 April 2025 in Strasbourg.

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

a) Participant administration

To prepare the parliamentary conference on *Envisioning effective public policy to prevent and address cases of missing migrants*, we need your name and surname, e-mail address, country, and professional information (professional title and organisation). We need these data in order to ensure that the agenda is tailored to your specific interests and needs as well as to issue the invitations for the conference and register your attendance. In order to organise catering during the event, we also require information on any dietary requirements or preferences you may have.

If you are a speaker, your name, surname, professional title, organisation and country in which your organisation works, may be included in the agenda of the conference.

b) Publication in participant and check-in lists

As part of the documentation on the parliamentary conference on *Envisioning effective public policy to prevent and address cases of missing migrants* we may draw up lists of participants and provide these to participants within the framework of the event with a view to promote professional networking. Usually, a participant list contains:

- Title, first name and surname
- Professional title
- Employer

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 tick the relevant box on the registration form or communicate this to us via email at asmig@coe.int.

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

After the event, we may use your e-mail address to share publications or provide information about activities related to the topic of the conference with you. You can withdraw from receiving e-mails from us at any time by notifying us accordingly by e-mail sent to asmig@coe.int.

d) Reimbursement of accommodation expenses, travel and subsistence expenses and visa fees

If you are entitled to reimbursement of accommodation expenses, travel and subsistence expenses, and visa fees in accordance with the applicable rules, in addition to the data listed in (a) above we may also process the following categories of data depending on the nature of the expenses incurred: address, details of your identity document, bank details, itinerary, copies of the relevant tickets and accommodation bookings, evidence of the expenditure actually incurred such as invoices and credit card slips or statements, and information on meals or overnight accommodation provided free of charge.

e) Video recording (speakers only)

For the purpose of promoting the event on the website of the Parliamentary Assembly as well as on the Parliamentary Assembly's YouTube account, we will record the conference speakers (during speeches and panels/round tables).

f) Photographs

Photos will be taken during the parliamentary conference on *Envisioning effective public policy to prevent and address cases of missing migrants*, for information purposes to illustrate and promote this event, and any related project or programme. The pictures will be published on the Parliamentary Assembly websites as well as on social networks used by the Parliamentary Assembly.

- Group photos

Those participants not willing to be photographed should opt out by standing out of the frame. Before taking the pictures, all participants will be reminded orally that pictures will be taken and informed of their intended use. They will also be reminded that it is not compulsory to be in the pictures, and that they should stand out of the frame should they not wish to be photographed.

- Other photos

If you do not wish to appear in the photos other than the group photo during the event, you may object to being photographed. Should you wish to object, please contact us before the event, preferably when registering your participation.

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.

The legal basis for the video recording during the conference and for the viewing of the recording after the conference is your consent. The legal basis for taking photographs during the event is our legitimate interest to promote the event and make it visible to the general public.

4. Who has access to your data?

Only the Secretariat of the Committee on Migration, Refugees and Displaced Persons of the Parliamentary Assembly of the Council of Europe, which needs your personal data to organise the parliamentary conference on *Envisioning effective public policy to prevent and address cases of missing migrants*, will have access to your data.

To provide you with the catering service, we will share your dietary requirements or preferences with an external service provider located in France. Its access to your personal data is strictly limited to what is needed for the organisation and delivery of the catering service.

If you are entitled to reimbursement of expenses, your relevant personal data will be processed by the services of the Council of Europe in charge of such reimbursements.

Video recordings will be made publicly available on the website of the Parliamentary Assembly as well as on the Parliamentary Assembly's YouTube account.

Photos will be made publicly available on the Parliamentary Assembly websites as well as on social networks used by the Parliamentary Assembly.

5. How do we store your personal data?

We use a secure online form provided by Microsoft Forms, acting as the data processor for registration for the parliamentary conference on *Envisioning effective public policy to prevent and address cases of missing migrants*. You can find information on Microsoft Forms Security and Privacy [here](#).

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.

6. How long will your data be stored?

We will delete the personal data you have submitted for the participation in the parliamentary conference on *Envisioning effective public policy to prevent and address cases of missing migrants*, except for the data included in the lists of participants, two years after the event. We will delete any data that you may have provided about your dietary requirements and preferences directly 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.

Video recordings and pictures of the event will be retained for as long as necessary for their use in 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.

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 the Secretariat of the Committee on Migration, Refugees and Displaced Persons at asmig@coe.int.

- sending an email to the Council of Europe's Data Protection Officer at 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.