

## Council of Europe Providers Database Privacy Notice

4 February 2022

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

The Council of Europe (also referred to as “we”) is the “data controller” with respect to processing of the personal data included in the database (the Database), which means it has the decision-making power concerning the data processing.

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

The purpose of the processing is to facilitate the search for either a supplier of goods or a provider of services (provider(s)) for the needs of the Council of Europe.

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

#### a) Individual entrepreneurs

The following information is included in the Database concerning individual entrepreneurs: name, surname, country, category of activity and e-mail address.

#### b) Companies

If the provider is a company, as a general rule, the information included in the Database (the company’s name, country, category of activity and e-mail address) does not contain any personal data, unless the company’s e-mail address consists of an individual’s name and surname.

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

We process the personal data on the basis of the Council of Europe’s legitimate interest to have the information about providers being easily accessible to its Secretariat in order to facilitate operations necessary for the performance of the Council of Europe’s tasks and activities in furtherance of its aim as set out in Article 1 of its Statute.

### 4. Who has access to the personal data?

The Database is an internal tool which may be accessed by every staff member of the Secretariat of the Council of Europe. The personal data contained in the Database may be shared with the Council of Europe’s auditors for the purposes of external audit.

We do not share the personal data contained in the Database outside of the Council of Europe.

### 5. How do we collect the personal data?

We collect the personal data from the following sources:

a) Where the provider performed services or provided goods to the Council of Europe in the past, we collect the personal data from the contractual documents with the provider;

b) Where the provider applied for a call for tenders but was not awarded the contract or if the call for tenders is still pending, we collect the personal data from the provider's tender documents;

c) Where the provider neither previously performed services or provided goods to the Council of Europe nor applied for a call for tenders, we collect the personal data provided to us by the provider either by contacting us via the Council of Europe website or by other means chosen by the provider.

#### **6. How do we store the personal data?**

The personal data are stored in the Database which is hosted on the Council of Europe servers located within the European Union. We have put in place measures to protect the security of the personal data, including appropriate security measures, such as password protected access, so as to prevent the data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

#### **7. How long will the personal data be stored?**

We may remove the personal data if we consider that the services or goods offered by the provider are no longer of interest to us.

We will also remove the personal data where the individual concerned requested us to do so in accordance with Section 8 below.

#### **8. Data protection rights**

Any person whose personal data are contained in the Database has the right to:

- request access to the personal information held by us;
- request that we correct incomplete or inaccurate personal information that we hold about him/her;
- request we delete or remove the personal information when there is no valid reason for us to keep it;
- object to the processing of the personal information on specific grounds relating to his/her situation.

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

- sending an email to the Council of Europe department in charge of procurement at [admin.eproc@coe.int](mailto:admin.eproc@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,

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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).