

PRIVACY NOTICE CENTRAL OFFICE ACTIVITIES

The processing of personal data by the Directorate of Internal Oversight (DIO), including activities carried out by the Central Office, is done in accordance with the [Council of Europe Regulations on the Protection of Personal Data](#). The DIO is the Data Controller in this respect.

1. PURPOSE OF THE DATA PROCESSING

The DIO's Central Office processes personal data for the purpose of providing administrative, information technology and communication support to the Directorate in general and to the Director of Internal Oversight in particular. Most of the activities carried out by the Central Office relate to human resources management, financial management (including the procurement of goods and services), IT support (including the granting/removal of access rights), updating of the DIO internet site and the DIO intranet page, organisation of the meetings of the Oversight Advisory Committee, and other coordination and supporting activities.

2. LEGAL BASIS FOR THE PROCESSING

The [legal basis](#) for the processing operations is the Council of Europe's Staff Regulations and Staff Rules, the DIO Charter, and other applicable legal instruments, guidelines, and instructions adopted by the Council of Europe containing provisions relating to the areas of activity of the DIO, in general, and DIO's Central Office, in particular. Guidance and principles on the data protection practices of the DIO can also be found in the DIO's Data Protection Guidelines.

3. CATEGORIES OF PERSONAL DATA PROCESSED

In the framework of its various activities, the Central Office may process relevant data deemed necessary according to the nature of the specific task, for example personal history and past employment data in the context of human resources management related activities and financial data in the context of procurement. This may include sensitive data as defined in Article 5 of the [Council of Europe Regulations on the Protection of Personal Data](#).

4. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?

The activities of the Central Office are carried out in accordance with the principles set out in the [Council of Europe Regulations on the Protection of Personal Data](#). To the extent feasible, sensitive data gathered in the course of tasks entrusted to the Central Office is to be treated in a confidential manner by those involved and only be shared on a need-to-know basis in conformity with the applicable rules, regulations, policies, and instructions. All other data gathered are going to be processed for the purpose they were provided for.

Only authorised CoE staff has access to data processed in this respect; examples include staff of the Directorate of Human Resources and of the Treasury, Payments and Accounting Department. In accordance with the Organisation's legal framework, your data may be transferred to designated persons internal or external to the Council of Europe

involved in the specific process. In that case, the safeguards outlined in Article 9 of the [Council of Europe Regulations on the Protection of Personal Data](#) will apply.

5. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?

To protect your personal data, various technical and organisational measures have been put in place. Technical measures may include various actions to address the security and safety of the data (e.g. pseudonymisation or anonymisation, usage of encrypted platforms, clear-screen policy, clean-desk policy, lock-and-key policy, shredding of files, etc.), as well as prevention of alteration of data or unauthorised access depending on the risk level presented by the processing and the nature of the data being processed. Organisational measures also include restricting data access to authorised persons with a legitimate need to know for the purposes of a particular processing operation. Personal data are stored on servers used by the Council of Europe which are located within the European Economic Area.

6. HOW LONG DO WE KEEP YOUR DATA?

Your personal data may be retained by the DIO according to the Council of Europe's [legal framework](#).

Internal recruitment related records are retained for a period of 2 years or 6 months if the application is not successful. Procurement supporting records are retained for a period of 5 years.

7. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

As per the provision of Article 8 of the [Council of Europe Regulations on the Protection of Personal Data](#), you have the right to request access, rectification, erasure, or restriction of processing of your personal data and you can object to their processing on grounds relating to your particular situation. Any request to exercise one of these rights should be directed to the Data Controller (at the following email address dio.dataprotection@coe.int).

Please note that, as per the provision of Article 7, Article 8, and Article 10 of the [Council of Europe Regulations on the Protection of Personal Data](#), exceptions and restrictions may apply. Further guidelines in this respect might also be found in DIO's Data Protection Guidelines.

8. CONTACT DETAILS OF THE DATA PROTECTION OFFICER

You may contact the Data Protection Officer of the Council of Europe (dpo@coe.int) with any queries related to the processing of your personal data under the Council of Europe [data protection legal framework](#) applicable to the DIO.

9. RIGHT OF APPEAL

You also have the right to lodge an appeal with the Council of Europe Data Protection Commissioner (datacommissioner@coe.int), if you consider that your rights under the [Council of Europe Regulations on the Protection of Personal Data](#) have been infringed as a result of the processing of your personal data by the DIO.