

## PRIVACY NOTICE EVALUATION ACTIVITIES

The processing of personal data by the Directorate of Internal Oversight (DIO), including activities carried out by the Evaluation Division, 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 processes personal data for the purpose of conducting evaluations. The aim of evaluation is learning, accountability and evidence-based decision-making. This enables the Council of Europe to understand how well its activities and programmes are designed and how they are making a difference. The evaluation methodology must be sufficiently rigorous to ensure a complete, fair and unbiased assessment. To ensure their accuracy, validity and reliability, the data processed are collected from a variety of sources (interviews, surveys, direct observation, document review etc.).

### 2. LEGAL BASIS FOR THE PROCESSING

The [legal basis](#) for this processing operation is the Council of Europe's Staff Regulations and Staff Rules, the DIO Charter, and other applicable legal instruments adopted by the Council of Europe containing provisions relating to data collection for the purpose of the evaluation. Guidance and principles on the data protection practices of the DIO can also be found in the DIO's Data Protection Guidelines.

In addition, the Evaluation Division is governed by the Organisation's [Evaluation Policy](#), which takes inspiration from the norms and standards for evaluation established by the United Nations Evaluation Group (UNEG) and the OECD DAC.

### 3. CATEGORIES OF PERSONAL DATA PROCESSED

In the framework of the evaluation processes, the DIO may process relevant data deemed necessary to evaluate the activities of the Council of Europe such as evaluations of projects and programmes of the Programme and Budget (including thematic and cross-cutting evaluation, regional or country programme evaluation) and organisational evaluations (which refer to the functioning of the Council of Europe, including institutional arrangements, Council of Europe offices and Partial Agreements), including 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 evaluation process is confidential. Information gathered in the course of any evaluation process is treated as confidential by all those involved and is shared only on a need-to-know basis in conformity with applicable rules, regulations and policies.

Only DIO Evaluation Division staff has access to data processed in this respect. In addition, if an evaluation is outsourced in accordance with the Organisation's legal framework, your data may be transferred to contracted consultants external to the Council of Europe involved in the evaluation. 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 include various actions to address security and safety of data (e.g. pseudonymization or anonymization, 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 this 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 for a period of up to 5 years according to the Council of Europe's [legal framework](#), or deleted earlier upon request.

## **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](mailto: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](mailto: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](mailto: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.