



Council of Europe e-tendering platform

Privacy notice

The personal data that a tenderer provides in the context of a tendering procedure via the Council of Europe e-tendering platform are processed in accordance with the [Council of Europe Regulations on the Protection of Personal Data](#) adopted by the Committee of Ministers on 15 June 2022.

1. Who is responsible for data processing?

Procurement unit of the Council of Europe is the “data controller” with respect to the processing of personal data in relation to a call for tenders, which means it has the decision-making power concerning the data processing.

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

a) Call for tenders

The personal data provided via the Council of Europe e-tendering platform are processed for the purpose of the management and administration of a call for tenders. This entails in particular the evaluation of the tenderer’s eligibility to participate in public procurement procedures and to be awarded procurement contracts in accordance with exclusion, selection and award criteria as defined in the tender specifications or in the terms of reference.

The personal data may concern either the tenderer if he or she is a natural person, or the tenderer’s staff and subcontractors if the tenderer is a legal person. We may process the following categories of data:

- Name (title, first name, surname) and function;
- Contact details (company department, postal address, country of residence, business telephone number, mobile telephone number, fax number, e-mail address, internet address);
- Bank accounts details (account number, name of the account holder, name and address of the bank, IBAN and BIC codes);
- Passport/ID number (for natural persons) or company registration number (for legal persons), VAT number and/or membership in a trade or professional organisation;
- Information for the evaluation of selection criteria: financial and economic capacity (bank statements or professional risk indemnity insurance or balance sheet or statement of turnover), expertise, technical and language skills, educational background, professional experience including details on current and past employment;
- Certificates for social security contributions and taxes paid, and extracts from judicial records;

- Other personal data contained in CVs (gender, place and date of birth, nationality);
- Other personal data contained in the application for tender (hourly/daily rate, credentials, recommendation letters).

b) Council of Europe's internal database of providers

We may also include the tenderer's data in the Council of Europe's internal database of providers for the purpose of facilitating the search for either a supplier of goods or a provider of services for the needs of the Council of Europe. We process the following categories of personal data for this purpose:

- if the tenderer is a natural person, we may process his or her name, country, category of activity and e-mail address;
- if the tenderer 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. Who has access to your data?

The Council of Europe staff responsible for the evaluation of tenders, including the Tenders Board, and the implementation of the ensuing contracts will have access to your personal.

In order to avoid duplication of accounts, the following data of tenderers may be made available to the other tenderers who are creating their profile on the Council of Europe e-tendering platform if they enter information similar to that already registered in the e-tendering platform: company / profile name, country of registration, VAT number (only if that field has been filled-in), and name of the administrator of the profile.

The Council of Europe's internal database of providers is an internal tool which may be accessed by every staff member of the Secretariat of the Council of Europe. The data are not shared outside of the Council of Europe.

Should the tenderer be awarded a contract by the Council of Europe, the tenderer's personal data will be made public, in accordance with Article 18 § 6 of the Financial Regulations and Supplementary Provisions of the Council of Europe. The information will be published on the Council of Europe website and will include the tenderer's name, country, the amount awarded and the name of the project or programme for which a contract is awarded.

The tenderer's personal data may be disclosed to the relevant bodies of the Council of Europe for the purposes of internal and external audit and to the Committee of Ministers and Parliamentary Assembly of the Council of Europe with a view to these latter discharging their statutory functions.

No personal data are shared with third parties for direct marketing purposes.

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

Personal data are processed on the basis of the Council of Europe legal instruments or internal legal framework insofar as necessary for the performance of its tasks and activities in furtherance of its aim as set out in Article 1 of the Statute, including Financial Regulations and Supplementary Provisions of the Council of Europe, adopted by the Committee of Ministers on 29 June 2011, with subsequent amendments, and Rule No. 1395 of 20 June 2019 on the procurement procedures of the Council of Europe.

Where the tenderer is a natural person, personal data are also processed to take steps prior to entering into a contract with the data subject.

We process personal data for the purpose of avoiding duplication of accounts on the basis of the Council of Europe's legitimate interest to ensure efficient functioning of its e-tendering platform.

We process personal data for the purpose of including them in the Council of Europe's internal database of providers 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.

5. How do we store personal data?

The personal data provided by creating a profile on the Council of Europe e-tendering platform and submitting a tender application are 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 personal information, including appropriate security measures to prevent 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 personal data be stored?

a) Call for tenders

The personal data provided in relation to the tenderer's profile on the Council of Europe e-tendering platform can be deleted upon request by the tenderer.

Personal data provided in relation to a call for tenders shall be kept for a minimum of ten years, in accordance with Article 64 of the Financial Regulations and Supplementary Provisions of the Council of Europe. The ten-year period shall start to run from the date of the contract award, for all the data concerning the procurement procedure, and from the date of the last invoice/request for payment, in respect of the tenderer who was awarded a contract.

b) Council of Europe's internal database of providers

We may remove personal data from the database 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 person concerned requested us to do so in accordance with Section 7 below.

7. Data protection rights

Any person whose personal data we process 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.

8. Contacts and complaints

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 dga.ao@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.