

PRIVACY NOTICE

Education Department

This privacy notice explains how the Council of Europe processes personal data of persons attending meetings, conferences, seminars, workshops and events organised/carried out by the Education Department, excluding intergovernmental committees set up by the Committee of Ministers in accordance with Article 17 of the Statute of the Council of Europe, and committees with a mandate based on a Council of Europe convention or a resolution of the Committee of Ministers.

1. Who is responsible for data processing?

The Council of Europe is the data controller, with respect to the processing of personal data in relation to meetings, conferences, seminars, workshops and events organized/carried out by the Education Department which means that 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 your personal data for the purposes of administrative and financial management and in order to provide you with the relevant information and administrative support. In particular:

a) Administration of your participation in a Committee, a Working Group or a Platform's work

If you are invited to participate in a Committee, a Network, a Working Group, or a Platform's work in a different capacity, in order to ensure your admission to and participation in the work of such group(s) and to provide you with the relevant information and administrative support, we may process some or all of the following categories of data: your name, surname, gender, date and place of birth, nationality, postal address, e-mail address, telephone number(s), post occupied, employer institution/organisation, language skills/preferences, as well as the designating State, international organisation or other entity.

b) Providing you with information and facilitating communication within a Committee, a Network, a WG or a Platform

We will use your contact details in order to provide you with relevant information and assist you with arrangements for your participation in an event, such as sending you an invitation.

For the purpose of facilitating communication within a Committee, Network, a Working Group or a Platform, the use of SharePoint and Microsoft Teams has been generalized to store events documentation. In order to give you access to the SharePoint or Microsoft Teams collaborative space of the Committee, Network, Working Group or Platform you are working with, your personal information (name, surname, date of birth, e-mail address and telephone number) will be requested. After an event, we may use your e-mail address to provide information about other events or activities that may be of interest to you. You can withdraw from receiving e-mails from us at any time by notifying us accordingly by e-mail sent to DGII.EDU.Dept@coe.int.

c) Entry to the Council of Europe buildings

In order to issue you with a badge for entry to the Council of Europe buildings we process your name and surname. You will be able to retrieve your badge at the Council of Europe reception upon presentation of your photo ID. Your personal data related to the use of the badge are processed in accordance with the rules on processing of personal data of the entity of the Secretariat of the Council of Europe responsible for safety and security.

d) Videorecording and photography

We may make video or audio recordings and take photos during an event to promote it and provide information about the event on the internet and social networks.

If you do not wish to be photographed or recorded, please contact us before the event.

e) Reimbursement of travelling and subsistence expenses

If you are entitled to reimbursement of travelling and subsistence expenses in accordance with the Council of Europe's [rules](#), we may process the following categories of data depending on the nature of the expenses incurred: your bank details, itinerary, copies of the relevant tickets and accommodation vouchers, 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.

f) Visa, travel and accommodation assistance

If you need our assistance with the issue of a visa for travel in order to participate in the Committee, Network, Working Group or Platform's work, we will share your personal data as required for the issue of the visa with the competent authorities of the State to which you need to travel.

If you need us to provide you with transport and accommodation assistance and with access to public buildings other than the buildings of the Council of Europe, we will share your personal data with service providers or the relevant State authorities. We will share only the minimum personal data necessary for provision of such services.

g) Insurance

If you are covered by travel insurance taken out by the Council of Europe on your behalf, in the event that you make an insurance claim you will have to provide the following data so that your claim can be processed: your name and surname, phone number, , email address, date of birth and your status in relation to the Council of Europe as well as the relevant information concerning the incident. You may also be required to submit supporting documents concerning the incident as well as the invitation letter from the Council of Europe.

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 videorecording and taking photos during an event of the Education Department is our legitimate interest to promote it and allow viewing it after it took place.

4. Who has access to your data?

Only those units or persons with the Council of Europe who need your personal data in the context of events of the Education Department have access to the information you provide while registering to events.

We use Microsoft Forms as data processor for registration. You can find information on Microsoft Forms Security and Privacy [here](#).

When setting up a collaborative space, we use either Microsoft Teams or SharePoint as the data processor. You can find information on Microsoft Teams' security and privacy [here](#). SharePoint adheres to the broader Microsoft Privacy Statement that can be found [here](#).

Photos and video recordings will be made available (in the case of video recording, through the Council of Europe Vimeo account) on the Education website (www.coe.int/education) and on our social media channels (X account - @CoE_Education).

5. How do we store your personal data?

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 used or accessed without proper authorisation; accidentally lost; 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 personal data be stored?

We process and store your personal data until they are no longer necessary for the purposes relating to the Education Department's activities and follow-up activities, including for communication purposes (namely the publication of photos and video recordings on the Education website) and for sharing with you the information on forthcoming activities and events organized by the Education Department.

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 DGII.EDU.Dept@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.