



European Youth Foundation

Privacy Notice

This privacy notice provides information about how the European Youth Foundation (EYF) collects, uses, shares, and retains personal data.

Who are we?

The EYF is an entity of the Council of Europe. It is a Fund dedicated to supporting youth-related initiatives and projects across Europe. It provides financial support and educational resources to organisations that promote youth work, youth participation, human rights, and intercultural understanding.

The EYF is the “data controller” with respect to your personal data. It has the decision-making power concerning the data processing.

What data do we collect?

We may collect personal information relating to individuals involved in a grant application, or in the process from the grant application to the implementation of the funded project and the subsequent closing of the file. This data includes:

- **Contact information:** title, first and last name, email address, telephone number, other possible contact details.
- **Identification information:** such as age, gender identity, nationality, country of residence and activity.
- **Professional information:** job title, organisation, other professional details communicated.
- **Special categories of data:** EYF may collect certain sensitive data, such as health information, for the purpose of accommodating special needs during EYF events or activities.
- Any other information that may be disclosed to the EYF.

How do we collect the data?

Direct interaction: The EYF collects personal data from the individuals (representing NGOs) when they interact with the EYF through various channels, including application forms, online reports, registering for events, or subscribing to newsletters. This may include information provided during application processes, event registrations, or reports submissions. This data is provided to the EYF by the applicant or beneficiary NGOs in the EYF online system.

Communications: When NGO representatives communicate with the EYF via email, social media, or other communication channels, the EYF may collect and retain the information shared.

Third Parties: The EYF may receive personal data from the organiser of an event. For example, if an event or an activity is co-organised with a partner or another entity of the Council of Europe, the EYF may receive participants' data and information.

For which purposes do we process your data and for how long do we retain your data?

Purpose	Retention period
Managing EYF Grants (registration of NGOs, applications, project implementation, reporting and closing)	10 years in our electronic database and /or in a paper file after closing of the grant.
To deliver advice and provide support to youth NGOs applying to grants through training and information sessions.	10 years in our electronic database and /or in a paper file after completion of the service.
Administering your payments for our services or reimbursement of services provided.	10 years from completion/delivery of the services.
For publicity on EYF granted projects (Council of Europe websites and EYF Facebook)	No retention period.
Compiling statistics for reporting purposes.	For statistical purposes we collect the data on your nationality, gender identity, country of residence and age, which is stored indefinitely. The other data are anonymised or deleted.

How do we store data?

The EYF stores the information (i) in paper files which are kept within the EYF premises in Strasbourg and (ii) in the secured EYF online system. Both can only be accessed by the Council of Europe staff members responsible for the management, payment, accounting, and auditing of the EYF services. The electronic information is stored on the Council of Europe servers located within the European Union.

The Council of Europe has put in place appropriate technical and organisational measures to protect your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed (such as intrusion prevention, account access techniques, means of physical protection, etc.).

Who may we share data with?

For accounting purposes, your personal data may be shared with the Council of Europe's Treasury, Payments and Accounting Department as well as with the Council of Europe's auditors. As a rule, the EYF will not share your personal data with third parties outside of the Council of Europe without your consent. However, we may have a duty to disclose your personal data to third parties, such as medical services or national authorities, to comply with a legal obligation (in the event of Fraud cases for example) or to protect your vital interests and/or security or vital interests and/or security of other persons. Where your data is shared with third parties, we will seek to share the minimum amount necessary.

Do we transfer personal data to third countries?

As a rule, we do not transfer personal data to third countries.

Do we use automated decision making, including profiling?

No.

What is the legal basis of the processing?

Where we process personal data in relation to grant applications, grant management, reporting and closing, the legal basis for processing is twofold: the Statute of the European Youth Foundation adopted by Committee of Ministers of the Council of Europe on 25 November 1998, as well as the Grant Agreement between the beneficiary NGO and the EYF.

Where we process data in relations to publicity of funded projects, the legal basis is the Grant Agreement between the Beneficiary NGO and the EYF as well as individual consent. The EYF requests consent from grantee NGO to publish photographs on projects and it is the NGO's responsibility to obtain their participants' consent in relation to the EYF publication.

Where we process data in relations to participation in information events or trainings, the legal basis is the content of participants or their legal representatives. Should participants under 18 years of age take part in the activities, the legal basis for processing of their personal data is their parents' consent. It is the organiser's responsibility to obtain parental consent in relation to our processing of personal data of the participants younger than 18.

Where personal data is processed in case of an emergency, the legal basis for processing is the protection of vital interests. Where we process personal data related to health, the legal basis for processing is either personal consent or the protection of vital interests.

What are your rights with regards to your data?

According to Article 8 of the Council of Europe Regulations on the Protection of Personal Data, you have the right to:

- request access to your personal information held by the EYF.
- request that we correct incomplete or inaccurate personal information that we hold.
- request we delete or remove your personal information when there is no valid reason to keep it.
- object to the processing of your personal information on specific grounds relating to your 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 is collected and used, please contact us by:

- sending an email to eyf@coe.int and/or to the Council of Europe's Data Protection Officer at dpo@coe.int
- sending a request by post to Council of Europe / European Youth Foundation, 30 Rue Pierre de Coubertin, 67000 Strasbourg

If you consider that the Council of Europe has not adequately responded to your request and believe that your data protection rights have been violated, you have the right to lodge a complaint with the Council of Europe Data Protection Commissioner by sending an e-mail to dataprotection@coe.int.