



Privacy Notice of the European Youth Foundation

Updated: May 2026

This privacy notice provides information about how the European Youth Foundation of the Council of Europe (EYF or “we”) processes personal data for the purposes of awards of grants, organising events and conducting surveys.

1. Who is responsible for data processing?

The EYF is the “data controller” with respect to the processing of personal data, which means 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 the types of personal data listed below for the following purposes:

2.1 Registration in the EYF online system

NGOs wishing to apply for a grant must first register in the EYF online system. Information concerning the NGO that we process includes its legal representative’s name and surname, date of birth, and e-mail address. This information has to be entered by the NGO into the Identity Governance and Administration system (IAG) of the Council of Europe. It will then become available in the EYF online system, and the NGO will need to complete it by adding the phone number and function of its legal representative. This information is required so that the EYF can check whether the NGO is an independent, non-profit, non-governmental organisation, eligible to apply for EYF grants. For more details on the registration criteria, please check the “Guide to the grants of the European Youth Foundation” available on the website: <https://eyf.coe.int>.

2.2 Grants

The EYF may award both project grants and structural grants as per its [Operational Regulations \(2025\)](#).

- **Grant applications**

We process personal data that we receive from the applicants in grant award procedures, either in response to a call for proposals or during the process to award a grant directly. This includes personal data of legal representatives, contact persons, members of the project team, senior managers (including board members and executive officers), and contact persons of project partners.

In particular, we process names, surname(s) e-mail addresses and phone numbers of the legal representative and contact person as well as the function of the legal representative.

We also process name(s) and surname(s) and information relevant to the exclusion criteria in respect of the applicant’s senior managers (including board members and executive officers).

While information relevant to the exclusion criteria is initially submitted in the form of a declaration, at a later stage, we may ask for an extract from the record of convictions or an equivalent document and/or for a certificate issued by the competent authority attesting to compliance with obligations as regards payment of social security contributions, taxes and dues.

We may also process the following information concerning project team: names, country of residence, gender and age, and role in the organisation.

For the purposes of structural grants, we may also process personal information of the applicant's employees if it is provided.

We process the above personal data for the purposes of registering the application, assessing eligibility and compliance with the exclusion criteria, evaluating the project, communicating the results to the applicant, and, should the applicant's project be selected, for preparing the grant agreement for signature, and proceeding with a transfer of funds under the agreement.

- **Publication of the award decision**

We publish information about awarded grants on the Council of Europe website and on the EYF website, unless specific confidentiality measures must be taken to preserve the vital interests of the grantee. This information published includes the title of the project to be implemented with the EYF awarded grant, the nature and purpose of the project, the name and country of the grantee, and the amount of the grant.

- **Grant reporting**

The grantee must provide the EYF with reports on the implementation of the grant. Such reports may include information on the grantee's staff and experts, insofar as they are paid from the grant, as well as information about participants in events financed by the grant for accountability purposes.

- **Promotional visual materials**

We may publish photos or video recordings of young people that were taken or made within the framework of a project supported by the EYF through a grant on the Council of Europe website or the EYF website, as well as on social networks used by the EYF. Such materials are provided by the grantee, and we may publish them for awareness raising as well as to promote our activities.

2.3 Events

The EYF organises various events, such as trainings or information sessions. For this purpose, we may receive personal data either directly from the participants, or from another legitimate source, such as an entity co-organising the event.

- (a) Participant administration**

To prepare an event, we need the participants' name and surname, e-mail address, mobile telephone number, country, professional information, as well as reasons for their interest in and expectations for the event. We need these data to select the participants, if applicable, to ensure that the agenda is tailored to their specific interests and needs, to issue invitations, to draw up a list of participants, and to provide the participants with access to a secure online platform in case of online or hybrid events.

- (b) Lists of participants**

As part of the event documentation, we draw up lists of participants. Usually, a participant list contains the name and surname of participants and their organisation. We provide these to

participants either within the framework of an on-site event or upon request, with a view to promote professional networking.

The participants can object to the inclusion of their data in the list of participants or specify that particular data should not be included in the list. In such cases, the participants should contact us when registering their participation, and no later than one week before the event.

(c) On-site events

Where we organise events on the premises of the European Youth Centres located in Strasbourg and Budapest, the relevant personal data are processed by the Youth Centres in accordance with [this privacy notice](#). Data processing in relation to on-site events organised outside of the two European Youth Centres is covered by the present privacy notice.

(d) Online or hybrid events

We will provide remote participants with a link to a secure online platform, either Microsoft Teams or Zoom, with login instructions. To facilitate remote participation, we will process the remote participants' names, surnames, and email addresses. Video and audio from the meeting room will be shared in real time with remote participants for the purposes of participation. Remote participants will be able to choose whether to turn their cameras on or off.

(e) Photographs and video recordings

Photos may be taken at on-site events, screenshots may be taken at online and hybrid events, and the events may be video recorded for information purposes, to illustrate and promote the event and any related activities of the EYF. The photos and videos may be published on the EYF webpage as well as on social networks used by the EYF. We will seek the participants' consent prior to taking photos and video recording.

(f) Use of the participants' e-mail address for transmitting information

After the event, we may use the participants' e-mail addresses to provide information about other events or activities that may be of interest to them. The participants can withdraw from receiving e-mails from us at any time by notifying us accordingly by e-mail sent to eyf@coe.int.

(g) Travel and accommodation assistance and visa support

If the participants are entitled to travel and accommodation assistance and/or visa support, in addition to the data listed in section (a) above, we may also process details of their identity documents.

(h) Reimbursement of travel, accommodation and subsistence expenses

If the participants are entitled to reimbursement of the abovementioned expenses in accordance with the applicable rules, in addition to the data listed in section (a) above we may also process the following categories of data depending on the nature of the expenses incurred:

- their date and place of birth,
- their bank details,
- their itineraries,
- the visa in their passport issued for the trip related to the event,
- copies of the relevant tickets and accommodation bookings,
- 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.

In this case, we will ask the participants for the relevant information and documents at a later stage.

(i) Insurance

If the participants are covered by travel insurance taken out by the Council of Europe on their behalf, the services of the Council of Europe in charge of organising travel may also process their home address to determine coverage territory. Should a participant make an insurance claim she or he will have to provide the following data so that the claim can be processed: first name and surname, phone number, fax number, email address, date of birth, status in relation to the Council of Europe, and the relevant information concerning the incident. The participant may also be required to submit supporting documents concerning the incident as well as the invitation letter from the Council of Europe.

2.4 Surveys

We may run anonymous satisfaction surveys with a view to obtain feedback that would help us to improve our services. While we ask about the respondents' age range, gender, country of residence, and whether they are members of a youth organisation, such information does not permit us to identify the respondents.

We may also run other types of anonymous surveys, for example, with a view to evaluate certain actions or measures. In this case, we do not ask for any personal information.

2.5 Other types of communications

When individuals communicate with the EYF via email, social media, or other communication channels, the EYF may process personal information contained in such communications.

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

We process 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.

In particular, in relation to grants, we process personal data on the basis of the Statute of the European Youth Foundation adopted by the Committee of Ministers of the Council of Europe on 25 November 1998 and Operational Regulations of the European Youth Foundation adopted by the Committee of Ministers on 24 September 2025.

In relation to events, should they include participants under 18 years of age, we process their personal data on the basis of their parents' or legal guardians' consent, and, where appropriate given the age and maturity of the minor, on the minor's own informed consent.

We take photos and video record the events that we organise and subsequently use the photos and video recordings for information and promotional purposes on the basis of the participants' consent.

Where we use promotional visual materials provided by a grantee, it is the latter's responsibility to obtain consent from the individuals featured in such materials.

4. Who has access to personal data?

4.1 Registration on the EYF online system

Only competent staff members of the Council of Europe responsible for administering the IAG have access to personal data in the system (see Section 2.1 above). Staff members of the EYF have access to the personal data registered in the EYF online system. These data may also be accessed by those staff members of the Youth Department who are involved in the management of the EYF grants and the programme of activities of the European Youth Centres.

4.2 Grants

Only those persons within the secretariat of the European Youth Foundation who assess applications for grants and oversee implementation of the funded actions have access to the personal data.

Information related to financial transactions is shared for accounting purposes with the Council of Europe's Treasury, Payments and Accounting Department.

Personal data may be disclosed to the relevant bodies of the Council of Europe for the sole 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. It may also be disclosed to Council of Europe Directorate of Internal Oversight for the purposes of internal investigation. The Council of Europe's Directorate of Legal Advice and Public International Law (DLAPIL) may have access to personal data insofar as the data are relevant for litigation or providing legal advice with regard to a specific situation.

Information about awarded grants is published on the Council of Europe website and on the European Youth Foundation website.

Promotional visual materials for projects and activities supported through an EYF grant may be published on the EYF's webpage or on social networks used by the Council of Europe.

4.2 Events

Only those units or persons within the EYF who need personal data to organise the event have access to them.

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

We share the necessary personal information with the secure online platform we use for hosting online or hybrid events, either Microsoft Teams or Zoom. You can find information on Microsoft Teams Security and Privacy [here](#), and information on Zoom Privacy [here](#).

Photos, screenshots, and/or video recordings of the events may be made publicly available on the EYF's webpage as well as on social networks used by the Council of Europe.

Where we provide the participants with travel and/or accommodation assistance, their personal data will be processed by the services of the Council of Europe in charge of organising travel and accommodation. We will share only the minimum personal data necessary for the provision of such services with the relevant service providers.

For the purpose of providing the participants with visa support (if applicable), their personal data are processed by the Protocol Services of the Council of Europe in charge of issuing the Note Verbale. The personal data will be shared with the competent authorities of the State to which the participants need to travel for the issuance of the visa.

If the participants are entitled to reimbursement of expenses, their relevant personal data are processed by the services of the Council of Europe in charge of such reimbursements. Some of the data referred to in Section 2 sub-section "reimbursement" above may be shared with the bank processing the wire transfer for control purposes.

If a participant is covered by travel insurance taken out by the Council of Europe on their behalf and has made an insurance claim, her or his personal data will first be processed by the services

of the Council of Europe in charge of organising travel and then shared with the insurance broker, CIGNA. In case of an accident or illness that requires hospitalisation, the participant may contact the insurer, AIG, directly. In this case, the Council of Europe will be notified of the insurance claim made, but the insurer will not be required to provide any medical information to the Council of Europe. The insurer and the insurance broker will process the personal data in accordance with their own data protection policies. You can find information on CIGNA privacy policy [here](#) and AIG privacy policy [here](#).

If we use external consultants for our events, we may grant them access to the participants' names, organisations and e-mail addresses. This access allows them to effectively communicate information concerning the course, distribute assignments for completion, and perform other necessary tasks. If external consultants are involved in the selection of participants, apart from the data listed above, we also grant them access to the candidates' age and country of residence, insofar as this information is relevant for selection criteria.

If an event is co-organised with other organisations, we may share the participants' information with them for the purposes related to the event, for example, to provide access to the venue, or to provide reimbursement of certain expenses, where such is carried out by the co-organisers. We will share only the minimum personal data necessary for the specific purpose.

Personal data may be disclosed to the relevant bodies of the Council of Europe for the sole 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. It may also be disclosed to Council of Europe Directorate of Internal Oversight for the purposes of internal investigation. The Council of Europe's Directorate of Legal Advice and Public International Law (DLAPIL) may have access to personal data insofar as the data are relevant for litigation or providing legal advice with regard to a specific situation.

5. How do we store personal data?

Personal data in digital format is 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.

The EYF may also store some information in paper files which are kept within the EYF premises in Strasbourg and can only be accessed by the Council of Europe staff members responsible for the management, payment, accounting and auditing of our services.

6. How long do we retain personal data?

Purpose	Retention period
Managing EYF grants (application, project implementation, reporting and closing)	Minimum 10 years and no longer than 15 years in our electronic database and/or in a paper file after closing of the grant.
Delivering advice and providing support to youth NGOs applying to grants through training and information sessions. Providing information sessions to	10 years in our electronic database and/or in a paper file after completion of the service.

governmental bodies related to youth or youth foundations.	
Administering payments for our services or reimbursement of services provided by you.	10 years from completion/delivery of the services
Promotional visual materials for projects and activities supported through an EYF grant, published on the EYF's webpage or on social networks used by the EYF	As long as necessary for their use on public communication channels
Photos, screenshots, and/or video recordings of the EYF events published on the EYF's webpage or on social networks used by the EYF	As long as necessary for their use on public communication channels
Compiling statistics for reporting purposes.	For statistical purposes, we collect from the EYF online system the data on the NGO's name, country of origin/registration, type of awarded grant, amount of the grant, which are stored indefinitely. The other data are anonymised or deleted.

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;
- where data processing is based on your consent, withdraw your consent at any time, in which case the Council of Europe will cease to use your data. However, the data which has already been used or provided to third parties cannot be withdrawn from circulation.

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 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 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.