

## **Privacy Notice**

### **19<sup>th</sup> Ministerial Conference of the Pompidou Group**

**Strasbourg, France, 27-28 November 2025**

#### **1. Who is responsible for data processing?**

The Council of Europe International Cooperation Group on Drugs and Addictions (Pompidou Group) or “we” is the “data controller” with respect to the processing of personal data in relation to the 19th Ministerial Conference of the Pompidou Group, 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 personal data that we receive either from you yourself or from another legitimate source (such as your employer or your assistant) insofar as they are necessary for us to provide your participation in the 19th Ministerial Conference of the Pompidou Group.

We process the types of personal data listed below for the following purposes:

##### **a) Participant administration**

To prepare the 19th Ministerial Conference of the Pompidou Group we need your title, first name and surname, e-mail address, mobile telephone number, postal address, country, professional information (professional title, position, institution). We need these data in order to issue the invitations for the event and facilitate the coordination of event related activities.

##### **b) Publication in participant and check-in lists**

As part of the 19th Ministerial Conference of the Pompidou Group documentation, we draw up lists of participants and provide these to participants within the framework of the event with a view to promote professional networking. Usually a participant list contains your:

- Title, first name and surname
- Professional title
- Institution

You can object to the inclusion of your data in the list of participants or specify that particular data should not be included in the list. Should this be the case please contact us when registering your participation, at the latest one week before the event takes place.

### **c) Publication of the agenda**

As part of the event documentation, we publish the agenda containing the first name and surname of the speakers, their position as well as their organisation, to provide information about the topics and speakers involved.

### **d) Use of your e-mail address for transmitting information**

After the 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 [Pompidou.group@coe.int](mailto:Pompidou.group@coe.int).

### **e) Photographs**

Photos will be taken during the event, for information purposes to illustrate and promote this event, and any related project or programme. The photos will be published on the Council of Europe websites as well as on social networks used by the Council of Europe.

#### **• Group photos**

Those participants not willing to be photographed should opt out by standing out of the frame. Before taking the pictures, all participants will be reminded orally that pictures will be taken and informed of their intended use. They will also be reminded that it is not compulsory to be in the pictures, and that they should stand out of the frame should they not wish to be photographed.

#### **• Other photos**

If you do not wish to appear in the photos, you may object to being photographed. Should you wish to object, please contact us.

### **f) Conference proceedings publication**

After the event we will digitally publish Conference proceedings, which will include names and professional information of the panellists and entire texts of their interventions. It may also include some photographs taken at the Conference.

### **g) Reimbursement of travel and subsistence expenses**

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

- your bank details,
- itinerary,
- visa in your passport issued for your 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 you for the relevant information and documents at a later stage.

### **h) Travel assistance**

If you are entitled to travel assistance, in addition to the data listed in (a) above, we may also process details of your identity document.

#### **i) Visa support**

If you are entitled to visa support, in addition to the data listed in (a) above, we may also process details of your identity document.

#### **j) Insurance**

If you are covered by travel insurance taken out by the Council of Europe on your behalf, the services of the Council of Europe in charge of organising travel may also process your home address to determine coverage territory. 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 first name and surname, phone number, fax 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.

We take and use photographs on the basis of our legitimate interest to promote the event and make it visible to the general public.

### **4. Who has access to your data?**

Only those units or persons within the Council of Europe who need your personal data to organise and conduct the 19th Ministerial Conference of the Pompidou Group have access to them.

Interpretation into English and French will be available at the event with the help of interpreters of the Council of Europe. Names of speakers included in the agenda and their draft speeches will be shared with the interpreters ahead of the event. Otherwise, while we will not share the participants' personal data with them, the interpreters may have access to some of your personal data insofar as necessary for the interpretation, for example, if you take the floor and introduce yourself.

If you are entitled to reimbursement of expenses, your relevant personal data are processed by the services of the Council of Europe in charge of such reimbursements.

If we provide you with travel assistance, your personal data will be processed by the services of the Council of Europe in charge of organising travel. 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 you with visa support (if applicable), your personal data are processed by the Protocol Services of the Council of Europe in charge of issuing the Note Verbale. Your data will be shared with the competent authorities of the State to which you need to travel for the issuance of the visa.

If you are covered by travel insurance taken out by the Council of Europe on your behalf and have made an insurance claim, your 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 your hospitalisation, you 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 your personal data in accordance with their own data protection policies. You can find information on CIGNA privacy policy [here](#) and AIG privacy policy [here](#).

We use Microsoft Forms as data processor for registration for the 19th Ministerial Conference of the Pompidou Group. You can find information on Microsoft Forms Security and Privacy [here](#).

The external service providers' access to your personal data is strictly limited to what is needed for the delivery of the service. Through technical, organisational and legal measures we ensure that they also adhered to our data protection rules.

Photos will be made publicly available on the Council of Europe websites as well as on social networks used by the Council of Europe.

The Conference proceedings will be published on the Council of Europe website.

## **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 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.

Where we share your personal data, such data may also be stored in the form of electronic files and hard copies.

## **6. How long will your data be stored?**

We process and store your personal data until they are no longer necessary for the purposes relating to the organisation of the 19th Ministerial Conference of the Pompidou Group and follow up activities, including sharing with you the information on forthcoming activities and events organised by the Pompidou Group.

The list of participants, along with other conference documents, will be stored for archiving purposes according to the Council of Europe's guidelines on archiving.

Pictures of the event will be retained as long as necessary for their use in public communication channels.

## **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 [Pompidou.group@coe.int](mailto:Pompidou.group@coe.int).
- sending an email to the Council of Europe's Data Protection Officer at [dpo@coe.int](mailto: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](mailto:datacommissioner@coe.int).