

Privacy Notice

13th Training Academy of the Cultural Routes of the Council of Europe

Pécs, Hungary & Osijek, Croatia

02 - 05 Juin 2026

1. Who is responsible for data processing?

The Secretariat of the Enlarged Partial Agreement on Cultural Routes of the Council of Europe or “we” is the “data controller” with respect to the processing of personal data in relation to the 13th Training Academy, 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 directly or from another legitimate source (such as your employer or assistant) insofar as they are necessary for us to provide your participation in the event.

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

a) Participant administration

To prepare the event, we need your title, name, surname, organisation (Cultural Route of the Council of Europe, international organisation or government affiliation), e-mail address and meeting preferences. You may voluntarily provide your dietary preferences. To accommodate your mobility and accessibility needs, we ask you to specify the type of assistance you require.

We use these data to ensure that your meeting and dietary preferences as well as your accessibility needs are taken into account to accommodate your needs, to issue the invitations for the event as well as to communicate relevant information to you. For clarification, your personal data will not be shared with the catering service or venues.

b) Publication in participant and check-in lists

As part of the event 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:

- First name and surname
- Organisation
- Function in the organisation or in the Forum
- E-mail addresses (for the internal list of participants)

We will prepare two different list of participants: one containing the first name, surname, organisation and function of the participants which will be uploaded to the Cultural Routes website and; another list of participants containing email addresses to be sent only to the meeting participants.

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.

c) 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 contact@culture-routes.lu.

d) Photographs

Photos will be taken during the event, for information purposes to illustrate and promote it 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

Before taking the photos, you will be reminded orally that photos will be taken and informed of their intended use. You will also be reminded that it is not compulsory to be in the photos, and that you can stand out of the frame should you not wish to be photographed.

- Other pictures

If you do not wish to appear in the photos, you may object to being photographed by contacting us.

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 photos on the basis of our legitimate interest to promote the event and make it visible to the general public.

We will publish the participants' list, as explained in section 2, on the basis of our legitimate interest to promote the event and make it visible to the general public.

We collect your health, dietary, and accessibility information on the basis of your consent.

4. Who has access to your data?

Only those persons within the Council of Europe, in particular the Secretariat of the Cultural Routes of the Council of Europe Programme team, who need your personal data in order to organise and conduct the event have access to them.

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

We will share your personal data with the Secretariat of the European Institute of Cultural Routes, technical agency of the Cultural Routes Council of Europe Programme based in Luxembourg, that will act as a data processor, for the purposes of the organisation of the event.

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 will delete other personal data you have submitted for the participation in the event, except for the data included in the lists of participants (without the email addresses), one month after the event.

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.

Photos of the event will be retained for as long as necessary for their use on 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
- withdraw your consent at any time, in which case, the Council of Europe will cease to use your data. However, those copies of the data which have 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 contact@culture-routes.lu.
- 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.