

## Privacy Notice

### Breakfast Roundtable on Sport officiating and gender equality

8 March 2024

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

The Enlarged Partial Agreement on Sport (EPAS) is the “data controller” with respect to the processing of personal data in relation to the Breakfast Roundtable on Sport officiating and gender equality (“Roundtable”), 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 Roundtable and complete related tasks (including communication on the Sport website and social media).

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

##### a) Participant administration

To prepare the Roundtable we need your name and surname, e-mail address, country and professional information. We need these data in order to organise your participation in the Roundtable as well as to issue your invitation if applicable.

##### b) 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 [sport.epas@coe.int](mailto:sport.epas@coe.int).

##### c) Photos and videorecording of the Roundtable

The Roundtable will be videorecorded, and photos will also be taken during the event for the purpose of promoting it on the Sport website ([www.coe.int/epas](http://www.coe.int/epas)) and on our social media channels.

You can object to being photographed and videorecorded. Should you wish to do so, please contact us before the event, preferably when registering your participation.

#### 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 the Roundtable is our legitimate interest to promote the event and allow viewing the recording after the Roundtable.

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

Only those units or persons within the Council of Europe who need your personal data in the context of the Roundtable have access to the information you provide while registering for the Roundtable.

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

Photos and video recordings will be made publicly available (in the case of the video recording, through the Council of Europe Vimeo account) on the Sport website ([www.coe.int/epas](http://www.coe.int/epas)) and on our social media channels.

## **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.

## **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 Breakfast Roundtable on Sport officiating and gender equality and follow up activities, including for communication purposes (namely the publication of photos and video recordings on the Sport website) and for sharing with you the information on forthcoming activities and events organised by the Enlarged Partial Agreement on Sport.

## **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 [sport.epas@coe.int](mailto:sport.epas@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 [dataprotection@coe.int](mailto:dataprotection@coe.int).