

Privacy Notice

Group visits to the Council of Europe

1. Who is responsible for data processing?

The Council of Europe is the “data controller” with respect to the processing of personal data in relation to group visits to its premises, which means it has the decision-making power concerning the data processing. Processing of 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 via a form for requests to visit the Council of Europe premises, for the purpose of organising the visit. Specifically, we process the following categories of data of the contact person and the group leader: the title, name and surname, e-mail address, telephone number, as well as name and address of the organisation to which the group is affiliated. We also process other information related to the requested visit that does not constitute personal data.

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

We process the personal data on the basis of consent of the person concerned. If the contact person submits information about the group leader, it is the contact person’s responsibility to ensure that the group leader has given her/his consent for us to process her/his personal data.

4. Who has access to personal data?

Only those units or persons within the Council of Europe who need the personal data to organise the visit have access to them.

We use Microsoft Forms as data processor to register requests for a visit to the Council of Europe premises. You can find information on Microsoft Forms Security and Privacy [here](#).

5. How do we store personal data?

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 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.

6. How long will personal data be stored?

We will delete the personal data submitted after the visit.

7. What are your data protection rights?

You have the right to:

- withdraw your consent to our processing of your personal data;
- 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 the Internal Communication and Visits Unit of the Council of Europe at visites@coe.int
- 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.