

PRIVACY NOTICE

MEMBERS OF THE ORGANS OF THE COUNCIL OF EUROPE DEVELOPMENT BANK

MANAGEMENT OF PERSONAL DATA BY THE SECRETARIAT OF THE PARTIAL AGREEMENT ON THE COUNCIL OF EUROPE DEVELOPMENT BANK (CEB)

This privacy notice explains how the Secretariat of the Partial Agreement on the Council of Europe Development Bank (CEB Secretariat) processes personal data of persons (including members, participants and observers) attending meetings of the Council of Europe Development Bank (CEB), such as meetings of the Governing Board (GB), the Administrative Council (AC), the Auditing Board (AB) or the Joint Meeting (JM). The processing of personal data of any substitute member, where applicable, as well as of persons who have been nominated to receive documents on behalf of or in addition to the members are also covered by this Privacy Notice.

1. Who is responsible for data processing?

The CEB Secretariat is the data controller, which means that we have the decision-making power concerning the data processing.

2. What data do we process and for what purpose?

We process your personal data for the purposes of administrative management and in order to provide you with the relevant information and administrative support. In particular:

a) Elections

If you are a candidate to be elected to one of the positions in the CEB's organs or its management, you will have to provide your CV, a letter of motivation and, where applicable, a statement of integrity. The information you need to provide in the CV includes your personal information (such as your name, date and place of birth, gender and nationality), professional background, education and other qualifications, computer and language skills, as well as information relevant to your ability to serve on the post, such as your availability and any potential conflicts of interest.

b) Administration of your participation in the meetings

If you are nominated as member or substitute member of one of the organs by a member State or are invited to participate in the meetings in a different capacity or are receiving documents on behalf of a member, in order to ensure your admission to and participation in the work of the organs and to provide you with the relevant information and administrative support, we may process some or all of the following categories of data: your name, surname, title, date and place of birth, nationality, postal address, e-mail address, telephone number(s), post occupied, employer institution/organisation, language skills/preferences, as well as the designating State, international organisation or other entity.

c) Providing you with information and facilitating communication

We will use your contact details in order to provide you with relevant information and assist you with arrangements for your participation in the meetings, such as sending you convocations or minutes. We will also use your contact details to send you news items on the CEB and its activities.

If you are a nominated member, for the purpose of facilitating communication between and within the organs, your name will be made available on a restricted website maintained by the CEB Secretariat to which only the members of the Bank's organs as well as a restricted number of CEB Secretariat and CEB staff have access.

d) Visa assistance

If you need our assistance with the issue of a visa for travel in order to participate in the meetings, we will share your personal data as required for the issue of the visa with the competent authorities of the State to which you need to travel.

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 pursuit of the Organisation's aims, as set out in the Statute of the Council of Europe, in particular, the Third Protocol to the General agreement on privileges and immunities of the Council of Europe adopted on 6 March 1959.

The legal basis for sharing your e-mail address with other members of the CEB's organs, participants and observers is our legitimate interest in ensuring the most efficient work of the organs by facilitating internal communication.

4. Who has access to your data? Do we share your personal data with a third party?

Your personal data are processed by the CEB Secretariat.

Where we need to provide you with visa assistance, your personal data will be processed by the services of the Council of Europe in charge of protocol matters and by the competent authorities of the State to which you need to travel. We will share only the minimum personal data necessary for the provision of such services. Your name and surname and the designating State may also be published in the list of participants as part of the meeting documents.

If you are a nominated member, your personal data will be shared with the relevant services of the CEB in order to publish your name, surname and occupation on its website.

Where elections are organised within the organs of the CEB and/or for applicable management positions and you have put yourself forward as a candidate, your CV, motivation letter and statement of integrity will be circulated upon receipt to the members of the competent bodies (GB and/or AC) and the CEB management. These data will be accessible to users that have log-in access to the CEB Secretariat's restricted website.

Your personal data and related information 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.

Your personal information which is stored for archival purposes after the expiry of your mandate may be accessed in accordance with the Council of Europe Records and Archives Policy (DGA/DIT(2018)1) of 23 November 2018.

5. How do we collect and store your personal data?

We process personal data that we receive either from your designating State or directly from you or the person you have authorised to transmit such data to us.

We store your information electronically in our Document Management System on servers located within the European Union, keep contact files in Outlook, keep any received appointment letters as hard copies, and publish your name, surname, e-mail address and occupation on different lists on the CEB Secretariat's restricted website.

Where we share your personal data for the purpose of providing you with visa assistance, such data may also be stored and shared in the form of electronic files and hard copies.

We have put in place technical measures to protect the security of your information, including appropriate security measures to prevent your personal information from being used or accessed without proper authorisation; accidentally lost; altered or disclosed. Organisational measures include restricting access to your personal data solely to authorised persons within the CEB Secretariat and within the Council of Europe, who are only able to access your personal data using password protected accounts.

6. How long will your personal data be stored?

If you are a nominated member of the CEB's organs, we store a minimum of your personal data (name, surname, occupation, e-mail address) as Outlook files beyond the expiry of your mandate. As a general rule, the information about you which is published on the restricted website will be removed upon the expiry of your mandate and you will not be contacted by the CEB Secretariat regarding meetings or the CEB news items.

After the expiry of your mandate, we keep some of your personal information for archiving purposes in accordance with the Council of Europe Records and Archives Policy (DGA/DIT(2018)1) of 23 November 2018. In particular, if you were an elected official of the CEB's organs or its management, your CV, motivation letter and statement of integrity will be stored as part of the working documents of the organs of the CEB for archiving purposes.

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.

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 CEBsecretariat@coe.int or
- 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.