

Tutored Online Training Course Global Education and Media Privacy Notice

1. Who is responsible for data processing?

The Council of Europe is the “data controller” with respect to processing of personal data in relation to the participants’ registration for the Tutored Online Training Course Global Education and Media, which means it has the decision-making power concerning the data processing.

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

We process personal data that we receive from you for the following purposes:

a) Online registration form

To proceed with the registration for the Tutored Online Training Course Global Education you need to complete the online registration form.

When you connect to the Council of Europe website, certain information, such as your Internet digital address (IP), the software you use, as well as some other data are stored on the Council of Europe servers. These items do not specifically identify the user. You can find more information on the collection and use of such data in [the CoE data protection disclaimer](#).

b) Participant administration

In order to register you for the participation in the Tutored Online Training Course Global Education we need your first name, surname, e-mail address and the name of your organisation.

c) Exchange of contact details among the participants

We will draw up a list of participants in the Tutored Online Training Course Global Education and provide it to the participants with a view to promote professional networking. The list will contain the same data that is required for your registration in the course, that is your first name, surname, e-mail address and the name of your organisation.

You can object to the inclusion of your data in the list of participants or specify that particular data should not be included. Should this be the case please contact us when registering your participation.

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

We will use your e-mail address to provide you with the relevant information concerning the Tutored Online Training Course Global Education and your participation in it.

After the Tutored Online Training Course Global Education, we may use your e-mail address to provide information about other events or activities of the North-South Centre of the Council of Europe. You can withdraw from receiving e-mails from us at any time by notifying us accordingly by e-mail sent to nscinfo@coe.int.

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.

4. Who has access to your data?

Only those persons within the North-South Centre of the Council of Europe who organise the Tutored Online Training Course Global Education have access to the personal data you provide for your participation in the course.

Your data may also be accessed by third-party service provider who ensures technical support for the registration platform. By virtue of a contract with us, the service provider is under an obligation to respect the security of your data and to process it in accordance with our instructions.

5. How do we collect and store your data?

We collect your information using online registration form. We then store your information electronically on the Council of Europe's servers. We have put in place measures to protect the security of your information, including appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

6. How long will your data be stored?

Your data will be stored after the Tutored Online Training Course Global Education and will be deleted upon your decision.

7. Is your data transferred to a third country?

Your data is stored within the European Union and is not transferred to any country outside of the European Union.

8. 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 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 want 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 nscinfo@coe.int