

## Privacy notice

### OPENING OF THE JUDICIAL YEAR

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

The European Court of Human Rights and its Registry (“The Court”, “ECHR” or “we”) are the “data controllers” with respect to the processing of personal data in relation to the opening of the judicial year, which means they have 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 purposes

We process personal data that we receive either from yourself or from another legitimate source (*such as your employer or your assistant*) insofar as they are necessary for us to ensure your participation in the opening of the judicial year (including the solemn hearing and the judicial seminar).

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

##### a) Participant administration

To prepare the opening of the judicial year, we need your name and surname, job title, e-mail address, telephone number and country. We need these data in order to ensure that the agenda is tailored to your specific interests and needs as well as to issue the invitations for the meeting.

We also compile a list of attendees in order to manage registrations and organise the catering service.

##### b) Preparation and publication of the agenda

At the same time as we prepare the documentation for the event, we draw up an agenda which is handed out on the day of the event and published on our website. The agenda contains the following elements:

- Theme
- First name and surname of the speaker
- Speaker's function.

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, at the latest one week before the event takes place.

##### c) Reimbursement of travel expenses

If you are eligible for reimbursement of travel expenses, in accordance with the applicable rules, we may also process the following categories of data depending on the nature of the expenses incurred: bank details, travel itineraries, copies of relevant tickets, proof of expenses actually incurred such as invoices and credit card slips or statements. In this case, we will ask you for the necessary information and documents at a later stage.

#### **d) Photography, video, and audio recordings**

As part of this event, official photos, videos and/or audio recordings may be taken for communication and promotional purposes. If you do not wish to appear in these photos and/or recordings, please contact us before the start of the event. We will do our utmost to respect your request.

#### **3. What is the legal basis for our processing of your data?**

We process your personal data in accordance with the legal instruments and rules of procedure of the Council of Europe in order to carry out the activities necessary for the execution of the Organisation's mandate.

The legal basis for the taking and possible use of photos, videos and audio recordings is our legitimate interest in promoting and documenting the event.

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

Only those units or persons working within the Council of Europe and the European Court of Human Rights who need access to your personal data to ensure the smooth organisation of the event have access to it.

We use the Microsoft Forms data processor to process registrations for the event. You can find information on Microsoft Forms Security and Privacy [here](#).

Photos, videos and/or audio recordings made during the event may be disseminated on the Internet, social networks, or other public communication 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 for as long as is necessary for the organisation of the opening of the judicial year and follow-up activities, including to provide you with information about forthcoming activities and events.

The list of participants and other documents relating to this event are kept for archival purposes in accordance with the Council of Europe's rules on archiving.

#### **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:

- submitting your request via the available form: [EUROPEAN COURT OF HUMAN RIGHTS](#),
- 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 [datacommissioner@coe.int](mailto:datacommissioner@coe.int).