



EUROPEAN COURT OF HUMAN RIGHTS  
COUR EUROPÉENNE DES DROITS DE L'HOMME

## Superior Courts Network Privacy Notice

This privacy notice explains how personal data is processed in connection with the following activities of the Superior Courts Network (the “SCN” or the “Network”): the use of the secured website, communication regarding the activities carried out by the Network, the Annual Forum of Focal Points, webinars, the Visiting Professionals Scheme and online trainings.<sup>1</sup>

For a presentation of the SCN please see: [Superior Courts' Network](#).

### 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 activities which they undertake within the SCN, 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 assistant or another authorised person at your court) insofar as they are necessary for us to ensure your access to the secured SCN website or to organise your participation in SCN events and other activities for the overall purpose of sharing information, knowledge and know-how in pursuance of the SCN [Cooperation Charter](#) and its [Operational Rules](#).

We process the types of personal data listed below for the purposes described for each event or activity:

#### a) SCN Secured website

If you are the Focal Point of your court, your first name and surname, email address, telephone number, professional information (position and court) and, unless you decide otherwise, your photograph can be seen on the SCN secured website by the persons having access to it (see point 4). You may choose to upload or not to upload your profile photograph when completing your profile information on the SCN secured website. You may object to your data appearing on the SCN secured

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<sup>1</sup> While the Annual Forums and webinars are normally open to the SCN Focal Points (and only exceptionally to other representatives of the member and observer courts), the Visiting Professionals Scheme and online trainings are open to member and observer courts’ judges and staff.

The Focal Points (contact persons) are designated by a SCN member or observer court or by the Registry. Supplemental account holders are staff members of the SCN member or observer court and have more limited access to the SCN secured website than that granted to the Focal Points.

website, or inform us which data should not be displayed there. If this is the case, please contact us by sending an email to [networksc@echr.coe.int](mailto:networksc@echr.coe.int).

## **b) SCN events**

### **i) Participants administration**

We need your first name and surname, email address and professional information (position and court) for our list of participants in order to organise specific SCN events, to send you the relevant invitations and, as regards the Annual Forum of Focal Points, to set up working groups, promote professional networking and organise the catering service (for the latter we also need information on your dietary restrictions, if any).

The list of participants may be published on the event page of the secured website and thereby becomes accessible to the persons who have access to it. The list or information therein may also be distributed to ECHR judges' assistants and to any other Registry staff involved in a particular event.

You may 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 at the time of your registration, and no later than one week before the event, by sending an email to [networksc@echr.coe.int](mailto:networksc@echr.coe.int).

Aggregated data that do not allow the identification of participants in SCN events will be used to establish annual statistics.

### **ii) Preparation and publication of agendas**

For certain events we draw up an agenda which is published on the secured SCN website and may be handed out at the event. The agenda may contain the following elements:

- Theme or title of each presentation
- First name and surname of each speaker
- Speaker's position and court

The event agenda will be published on the secured website, on the ECHR intranet (accessible to Registry staff and the ECHR Judges), and may also be shared with Council of Europe Focal Points Network (contact persons from other Council of Europe's bodies). You may object to your data appearing in the agenda, or inform us of any information that should not be included. Should this be the case, please contact us at the time of your registration, and no later than one week before the event, by sending an email to [networksc@echr.coe.int](mailto:networksc@echr.coe.int).

### **iii) Use of your email address to contact you after the event and keep you informed**

After an event we will use the email addresses of the speakers in order to request their consent to publish their speech on the SCN secured website.

We may also use the participants' email addresses to send them information about other events or activities that may be of interest to them. If this applies to you, you may at any time request to stop receiving emails from us by informing us at [networksc@echr.coe.int](mailto:networksc@echr.coe.int).

### **iv) Photography, video and audio recordings and live streaming**

As part of an SCN event, photographs may be taken, and video and/or audio material may be recorded to compile a comprehensive record of the event, to enable subsequent consultation within the SCN. Photographs may also be used to illustrate and promote the event.

Photographs may be published on the SCN secured website, on the Council of Europe and the ECHR Internet sites, on their respective social media accounts or reproduced in the SCN, the ECHR or the Council of Europe publications. They may be accompanied by your first name, surname, position and

the name of the court you represent. Prior to photographs being taken, participants will be informed of the intended use of the images. Should we take group photos, participants who do not wish to be included will be invited to step out of the frame.

Events may be videorecorded or audiorecorded in order to make the event available for consultation on the secured SCN website particularly by those unable to attend it in real-time. If an event is to be recorded, you will be informed prior to or at the beginning of the event. If the event is recorded and the video recording is made available online for future reference – particularly by those unable to attend it in real-time, a link to the recording will be published on the SCN. Remote participants will be able to choose whether to turn their cameras or microphones on or off.

In case of online or hybrid events which are not recorded and where no photographs are taken, live video and audio from the meeting room will only be shared with remote participants for the purposes of participation. No personal data of such nature will be shared outside the event.

If you have any concerns about being photographed or recorded, or if you wish to opt out, please contact us (preferably before the start of the event at: [networksc@echr.coe.int](mailto:networksc@echr.coe.int)).

#### **v) Data needed to ensure remote participation**

Certain events may be held either exclusively online or in a hybrid format. In this case, a Microsoft Teams or Zoom link with login instructions will be provided. To ensure remote participation we will process the remote participants' names, surnames, and email addresses. The names and surnames will be visible to other remote participants and their email addresses will be visible to ECHR staff responsible for organising the event.

We may use Zoom Communications, Inc or Microsoft Teams as data processors to ensure remote participation and videorecording. If applicable, you can find information on Zoom Privacy [here](#) and on Microsoft Teams Security and Privacy [here](#).

#### **vi) Reimbursement of travel expenses**

If you are eligible for reimbursement of travel expenses in order to attend an event, in accordance with the applicable rules, we or other Council of Europe staff may process the following categories of data depending on the nature of the expenses incurred: bank account numbers, travel itineraries, copies of relevant tickets, proof of expenses actually incurred such as invoices and credit card slips or statements. In this case you will be asked to provide the necessary information and documents at a later stage.

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

We process your personal data on the basis of the legal instruments of the Council of Europe for the purpose of carrying out the activities necessary to fulfil the Organisation's mandate. In particular, your data are processed on the basis of the SCN Cooperation Charter and Operational Rules, on the basis of your court's decision to be a Network member or observer and to designate you as its representative.

The legal basis for taking and using photos and video or audio recordings as well as for publication of agendas containing information about the speakers referred to in section 2 is our legitimate interest in promoting and documenting the activities of the SCN.

If you gave a speech at an SCN event, we may publish it on the basis of your consent.

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

Only those units or persons within the Council of Europe and the ECHR who need your personal data to organise SCN events and other SCN activities have access to them.

The personal data mentioned in point 2(a) above are published on the SCN secured website and are therefore accessible to all users of the site, including national, observer and ECHR Registry Focal Points, supplemental account holders, ECHR judges and the ECHR administrative/IT/SCN team. Please note that you may object to your data appearing on the SCN secured website or inform us of any information that should not be displayed. Should this be the case, please contact us by sending an email to [networksc@echr.coe.int](mailto:networksc@echr.coe.int).

If a list of participants or an agenda containing the names of the speakers is published on the SCN secured website, it is likewise accessible to all users of that site listed above. If the agenda for an event is also published on the ECHR intranet site and/or shared with the Council of Europe Focal Points Network, it is accessible to the Registry staff and the ECHR Judges and/or to Focal Points from other Council of Europe's bodies.

The photos and videos taken to promote the activities of the Court and the Network, as referred to in section 2, may be made available to the public on the ECHR and Council of Europe websites.

We use Microsoft Forms as data processor for event registrations and surveys addressed to SCN courts. You can find information on Microsoft Forms Security and Privacy [here](#).

## **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?**

If you are a Focal Point, your data will remain published on the SCN secured website for as long as you remain the Focal Point.

We will delete the personal data that you provided in order to participate in an SCN event, with the exception of the data contained in the participants' lists and the agenda, one month after the event.

The participants' list, together with other documents relating to the SCN events, will be retained for as long as necessary for archival purposes in accordance with the Council of Europe's rules on archiving.

Photographs as well as video or audio recordings of an event made for historical and organisational purposes and/or future reference will be stored no longer than necessary for the above purposes.

Photographs made to illustrate or promote an event will be retained for as long as necessary for use on public communication channels.

## **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 [networksc@echr.coe.int](mailto:networksc@echr.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 [datacommissioner@coe.int](mailto:datacommissioner@coe.int).