Privacy Notice

This privacy notice explains how personal data is processed in relation to consultation process for the European Code of Ethics for Youth Work, organised by the EU-Council of Europe Youth Partnership.

1. Who is responsible for data processing?

The Council of Europe and European Commission, within the EU- Council of Europe Youth Partnership (referred to as "co-organisers" or "we"), act as joint "data controllers" with respect to the processing of personal data in relation to survey, 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.

Here you can find more information about the processing of your personal data by the European Commission.

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

We process personal data that we receive either from you yourself or from another legitimate source (*such as your organisation, employer or your assistant)* insofar as they are necessary for us to provide your participation in the Consultation of European Code of Ethics for Youth Work.

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

b) Participant list

As part of the documentation, we may draw up lists of participants which usually contains:

- Title, first name and surname
- Professional title
- Organisation/Institution/Employer
- Country you live and or work in.

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.

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

We may use your e-mail address to provide information about other events or activities that may be of interest to you. You can withdraw from receiving e-mails from us at any time by notifying us accordingly by e-mail sent to youth-partnership@partnership-eu.coe.int.

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

We process your personal data pursuant to Article 4 of the Council of Europe Regulations on the Protection of 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 units or persons within the Council of Europe and European Commission who need your personal data to conduct the consultation will have access to them.

We may share your responses with external consultants such as YouthLink Scotland located in Scotland, UK, who will act as data processors, which means that they will process your personal data on behalf of the Council of Europe. Their access is strictly limited to what is needed to provide the service. Through technical, organisational and legal measures we ensure that the rules provided in the Council of Europe Regulations on the Protection of Personal Data are also adhered to by our external service providers.

As this event is part of the European Union and Council of Europe joint project, data may also be shared with the European Commission for promotional, informational, reporting, monitoring or evaluation purposes.

We use Survey Monkey as data processor for collecting information for the study. You can find information on Survey Monkey privacy notice here.

Following the consultations, a written information (report/appendix) to the European Code of Ethics on Youth Work may be produced and shared with relevant stakeholders and/or published on Council of Europe website. The report will not include the names of individual participants. Instead, participants may be referred to in terms of the entities or countries they represent, without identifying them personally.

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.

Where we share your personal data, such data may also be stored in the form of electronic files and hard copies.

6. How long will your data be stored?

We process and store your personal data until they are no longer necessary for the purposes relating to the organisation of the [title of the event] and follow up activities, including sharing with you the information on forthcoming activities and events organised by the co-organisers.

We will store the responses to the survey for the duration of the preparation of the European Code of Ethics for Youth Work and future follow-up reports or studies on youth work development within the work plan period 2026-2028.

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.
- withdraw your consent at any time, in which case, the co-organisers will cease to use your data.

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 youth-partnership@partnership-eu.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.

If you have any queries concerning the processing of your personal data by European Commission, please contact data-protection-officer@ec.europa.eu.