

## Privacy Notice

### Eurimages Co-production Support Programme

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

Eurimages (also referred to as “the Fund”) is the “data controller” with respect to the processing of personal data in relation to the Co-production Support Programme, which means it has 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 purpose?

We process personal data that we receive from applicants in response to calls for projects for co-production support for the following purposes:

We process forenames, surnames, job titles, e-mail addresses, phone numbers, fax numbers, postal addresses, dates of birth, nationality and gender of contact persons and legal representatives of the applicant company and of co-producing companies for the purpose of registering the application, assessing compliance with the exclusion criteria, evaluating the project, communicating the results to the applicant, and, should the applicant’s project be selected, for preparing the signature of the support agreement, effectuating transfer of funds under the agreement, ensuring the repayment of support where appropriate, and for the purposes of any subsequent internal or external audit.

We may process the identity documents (such as ID cards and passports) of the applicant companies owner(s) in order to verify their compliance with the eligibility criterion of being majority-owned by nationals of the member states.

With regard to exclusion criteria, in relation to the applicant companies owner(s) or executive officers, at a later stage we may ask for an extract from the record of convictions or an equivalent document and/or for a certificate issued by the competent authority attesting to compliance with their obligations as regards payment of social security contributions, taxes and dues.

We also process the names, surnames, nationalities and permanent residencies and gender of artistic and technical staff contributing to the project as well as the biographies of directors, writers, composers, main cast, heads of departments and other crew members for the purposes of evaluation of the project. We may also process the identity documents (such as ID cards, passports and residence permits) in order to verify compliance with the eligibility criterion of member State co-production. We process the information on gender for the purpose of assessing the project and for data collection purposes in the context of the Fund’s Gender Equality Strategy for subsequent publication of anonymised gender statistics.

We process the forenames, surnames, job titles, e-mail addresses, postal addresses, phone and fax numbers and gender of contact persons and legal representatives of distribution and sales companies who may be involved in the project.

We may also process other incidental and unsolicited data, such as third-party personal data contained in supporting documents submitted by applicants, which may include sensitive data. We do not require the submission of any sensitive information as part of the application process. If applicants choose to provide such information, they do so at their own discretion, and it is their responsibility to ensure they are legally authorised to submit such data. Any sensitive data voluntarily submitted will be used solely for the purpose of evaluating the project.

All of the personal data referred to above shall be referred to forthwith as the 'Project Data'.

The 'Project Data' is communicated to the Board of Management and Executive Committee of Eurimages and, for eligible projects only, and with the exception of identity documents, to the external experts<sup>1</sup> who will assess the projects.

We publish on the Internet information about the projects supported under the call for projects for co-production support, including name, surname, nationality or country of permanent residence and gender of the directors. We may also publish in brochures and other printed material information about supported projects, including the forenames, surnames, gender and nationality or country of permanent residence of the directors of the projects.

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

We process 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. In particular, with regard to the calls for projects for co-production support, we process personal data on the basis of the applicable Regulations for Co-production Support and the Rules of Procedure of the Board of Management and of the Executive Committee of Eurimages, as well as the External Experts Guidelines.

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

Only those persons within the Council of Europe, internal and external auditors, the members of the Board of Management and of the Executive Committee of Eurimages and the external experts who assess the applications will have access to them.

The general public may access information about the projects published on the website of the Fund as well as in printed brochures and other material.

### **5. How do we store personal data?**

Personal data submitted by applicants 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.

---

<sup>1</sup> External experts sign a framework agreement with Eurimages which includes a confidentiality clause.

## **6. How long will data be stored?**

Personal data provided by applicants will be stored for as long as necessary to support future applications and the activities of Eurimages.

## **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 [eurimages@coe.int](mailto:eurimages@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).