

External Visitors Data Privacy Notice

Last updated on 26/06/2023

1. Who is responsible for data processing?

The Registry of the European Court of Human Rights ("the Court") is the "data controller" with respect to the processing of your personal data by the library of the European Court of Human Rights ("the library"), which means it has the decision-making power concerning the data processing.

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

We process the following categories of personal data in respect of the library's external visitors: name, surname, nationality, country of residence, e-mail, phone number, profession, topic of research, as well as institution and country thereof. We need this information in order to monitor the use of library services by visitors.

The information about e-mail and phone number is optional. However, we encourage visitors to provide them so that we can contact them in case of unforeseen circumstances that might prevent them from using the library services on a given day.

We also use the information about the visitors' profession, nationality and topic of research in order to determine whether we have sufficient library materials on a given subject or for a particular category of user.

This information may also be used for statistical purposes in the context of management decisions, in particular, concerning the utility of keeping the library open to external visitors.

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

While the Court does not charge for the library services, a visitor's request to use them amounts to a request for service under the contract between the visitor and the Court. We process personal data on the basis of this contract.

4. Who has access to the data?

The visitors' personal information will be accessible by the library staff. We will not share this information with any third party.

5. How do we collect and store the data?

We collect personal information from the visitor when he/she fills in the dedicated form for the library's external visitors at the library reference desk. The information is then transferred to an electronic file. We have put in place measures to protect the security of the information, including appropriate security measures to prevent the personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

6. How long will the data be stored?

The filled in form will be destroyed at the end of the calendar year.

We may keep personal information in the electronic file for as long as is necessary for the purposes for which it was collected. When the library decides that holding your personal details is no longer necessary, we will securely delete them.

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 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 us by sending an email to ECHRlibrary@echr.coe.int or to the Council of Europe Data Protection Officer at dpo@coe.int.