

EBU ACADEMY COURSES PRIVACY NOTICE

By registering for/participating in a Course, as defined in the [EBU Academy Courses Terms and Conditions](#), you acknowledge that your personal data will be collected and processed by the European Broadcasting Union/Union Européenne de Radio-Télévision, an association duly established under Swiss law, located at L'Ancienne-Route 17A, 1218 Grand-Saconnex (Geneva), Switzerland and registered with the Commercial Registry in Geneva under number IDE CHE 107.741.078 (hereafter “us”, “EBU”, “EBU Academy”, “we” or “our”).

This Privacy Notice is intended to inform you about the rights and freedoms you can exercise with regard to our use of personal data.

We will not process your personal data for any other purposes than the ones set below.

What categories of personal data are being processed?

We may process the following categories of personal data relating to you in the framework of your registration and your attendance to the Course whether physically or virtually via the use of video conferencing or web conferencing platforms/tools: title (optional), first name, last name, email address, phone number (optional), company name and legal form (where applicable), position in the company, address, zip/postal code, city, country, company VAT No. (where applicable), photos, video and audio recordings, date and time of registration, payment method (if applicable) and information relating to your attendance to the Course (such as attendance to specific activities and/or workshops). Your phone number may be used when we are unable to contact you via your e-mail address and/or as matter of urgency. We might ask you your ID details for security reasons in some cases.

Please note that if you do not provide us with the requested information (mandatory data) we will not be able to proceed with your registration and grant you the access to the Course.

What special categories of personal data may be processed? (where applicable)

We may also process the following special categories of personal data relating to you based on your consent in the framework of your registration and your attendance to the Course: dietary requirements (where applicable and optional), disabilities (optional, provided on a case-by-case basis).

What are the purposes of the processing?

Your personal data are processed in order to register you to the Course and organize/provide you with the Course whether physically or virtually via the use of video conferencing or web conferencing platforms/tools, and further manage your participation in such Course (including where applicable welcoming you, organising food orders (if any), setting up the venue and managing accessibility, sending the confirmation of registration, contacting you in case of changes related to the Course, issuing the invoice).

Your personal data are also processed in order to produce minutes/summaries of the Course, make the sessions available after the Course, promote the Course, make statistics and/or follow-up surveys about the Course. Your individual participation details (such as your name, course attended) can be transferred to the organization for which you work for, as explained in the EBU Academy Courses Terms and Conditions. For certain Courses, we may use an Eventapp where you may sign in and access relevant information about the Course such as the agenda, the list of participants, working documents, presentations but also tools to enhance networking and your participation in the Course such as in app messaging, online voting, surveys, challengers, maps.

Photos, audio and/or video recordings and web streaming can be used in our future promotional/marketing materials, illustration, information, news, and dissemination activities on EBU's own websites and/or EBU's pages on social media platforms which may process personal data according to their own privacy policies/notices.

We may also use your e-mail address to send you our newsletter or information relating to our next Courses, based on your consent or our legitimate interest as part of your relationship with the EBU. You can always unsubscribe from the mailing lists at any time by clicking on the unsubscribe link you can find in each e-mail we send you or by contacting us at the following email address privacy@ebu.ch. We will then remove your contact information from the lists used for such mailings.

We may also collect some of your personal data for communication purposes such as answering your requests and better understanding your expectations.

What is the storage duration?

We do not process your personal data for a period of time which is longer than necessary. Your personal data will be erased when no longer required for accounting, legal and/or tax compliance purposes.

What is the legal basis for the processing of your personal data?

We may process your personal data on the basis of:

- your consent (for example for personal data concerning your dietary requirements and disabilities or concerning your nomination for an election, or for sending you newsletters);
- the necessity for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract (Course participation); and/or
- our legitimate interests as part of your relationship with the EBU to allow us to ensure adequate follow-up (e.g., post Course surveys) and best services to our Members as well as for statistical purposes (for example by using photos and video recordings of the Course for future marketing materials, illustration, information and dissemination activities sharing your Course participation details unless you opted-out by informing us, or sharing the relevant personal data with the hosting organisation which host the Course on our behalf).

Who has access to your personal data?

EBU Staff. EBU Staff may have access to your personal data in order to fulfil the purposes related to the Course.

EBU Member Organisation's Staff. Your personal data (such as name, surname, position, participation in a Course) may be shared with the staff of the Organization you work for, as explained in the EBU Academy Courses Terms and Conditions.

Other participants. Your contact details (first name, last name, country of origin and company affiliation, where applicable) will appear in the list of participants, which will be distributed to the participants during the Course or made available via the Eventapp, in order to facilitate networking, except where you object to such sharing by informing us before the Course minimum 48 hours prior

Website provider and/or online platform provider. In order to correct bugs and/or inaccuracies, verify email notification and reception, the website provider and/or online platform provider may have access to your personal data.

Subcontractors/third parties. We may share your personal data with logistics, IT providers, virtual video conferencing or web conferencing platforms/tools, online voting platforms, catering and security companies for access rights, catering, security and insurance purposes. We may also share relevant personal data with subcontractors or any other third party assisting us in the organisation of the Course, such as speakers, experts, trainers, provider of the venue, entity hosting the Course on our behalf (e.g., EBU Member), partners/sponsors and video conferencing or web conferencing platforms/tools on which you register.

Such third parties may also collect and process personal data for their own purposes, under their own “terms and conditions” and “privacy policy”, as the case may be, for which we are not liable.

Your personal data will not be shared or transferred with other third parties, unless we are legally required to do so, or unless you have consented to such transfer. Appropriate measures will be taken to ensure the security of your personal data with respect to such transfer, in particular outside of the European Union (for instance the adoption of Standard Contractual Clauses). A copy of such appropriate measures may be obtained upon request by sending an email to privacy@ebu.ch.

Security & Confidentiality

We have implemented technical and organisational measures in accordance with standard industry practices to ensure an appropriate level of security of the personal data processed. Nevertheless, security requires efforts from all parties involved. We thus recommend that you use strong passwords and keep all usernames and passwords (if any) confidential. In case of a Course you attend virtually via the use of video conferencing or web conferencing platforms/tools, it is your responsibility to use a secure technical system to attend the Course.

What are your rights?

You have the right to access your personal data, and to request that they be corrected in the event of inaccuracy or deleted in the event that they are not necessary. In some cases, you have the right to ask for a restriction of processing or to object to processing. You also have the right to object to the future processing of your personal data for direct marketing purposes at any time, without charge and without justification.

To exercise your rights, please contact us at the following email address privacy@ebu.ch.

You also have the right to withdraw your consent to any processing based on your consent (if any) at any time. This withdrawal of consent does not compromise the legality of the processing based on consent made prior to such withdrawal.

If you consider that the processing of your personal data constitutes a violation of the data protection law(s), you have the right to lodge a complaint with a data protection authority, in particular in the Member State of the European Union of your usual place of residence (including Switzerland), your place of work or the place where the violation occurred.

In order to protect your privacy and the security of the data recorded on our website, we may ask you for additional information in order to check your identity before we answer your query.

If you have any questions or concerns about this Privacy Notice you may contact EBU Privacy Team at privacy@ebu.ch.

European Union Representative



OPERATING EUROVISION AND EURORADIO

We have designated EBU UER AISBL, Avenue des Arts 56, 1000 Brussels, Belgium as our representative in the European Union. You can therefore also submit your requests to our EU Representative.

Effective date and Changes

This Privacy Notice is effective from December 21, 2024 and replaces any other previous version. We reserve the right, at our complete discretion, to change, modify, add, or remove portions of this Privacy Notice at any time.