

Privacy Notice for accreditation at the Eurovision Live Events (and use of related Eurovision Live Events digital intranet services)

The EBU takes the privacy of Your Personal Information seriously. Please read this Privacy Notice to ensure you are fully informed as to who we are, why and how we collect, share and use Personal Information, and how you can exercise Your privacy rights.



CONTEXT

1. Purpose

This Privacy Notice is intended to inform You about what Personal Information is processed by the EBU when You are using <https://ebu.accredion.com> ("**Accredion**"), **why** this Personal Information is processed, **how** it is handled as well as what are **your rights** and how Your privacy is protected.

It applies to You **when You submit us Personal Information online via Accredion** for the purposes of **creating an account** on Accredion, **applying for accreditation to and/or receiving/submitting information** about a Eurovision Live Event.

For using Accredion, You have to create an account at <https://ebu.accredion.com/login>.

Accredion is built on a role-based approach and the EBU and/or the Head of Your Delegation or Group determines Your function determines the processing activities that will be undertaken in relation to Your Personal Information.

By creating an account and using Accredion, You consent and accept that Your Personal Information be collected and used as described in this Privacy Notice.

2. Scope

The European Broadcasting Union ("**EBU**")/ Union Européenne de Radio-Télévision ("**UER**") (acting as data controller and hereinafter referred as "**EBU**", "**We**", "**Our**" and "**Us**").

with registered office at L'Ancienne-Route 17A, 1218 Le Grand-Saconnex (Geneva) Switzerland and registered with the Commercial Registry in Geneva (Switzerland) under number IDE CHE 107.741.078, processes and uses personal information pertaining to You, "**Data Subject**" in accordance with this Privacy Notice.

Depending the Eurovision Live Event concerned, the Host Broadcaster of the Eurovision Live Event may also act as data co-controller with the EBU (acting as data co-controller and hereinafter referred as "**Host Broadcaster**", and when the context so requires also referred as "**We**", "**Our**" and "**Us**"). This will be mainly the case for the Eurovision Song Contest and the Junior Eurovision Song Contest.



INFORMATION WE PROCESS

3. On which legal basis does the EBU collect Personal Information about You?

We collect information relating to You that identifies or can be used to identify You (referred to hereinafter as "**Personal Information**") based on the following [legal grounds](#):

On the basis of the performance of specific contracts and the applicable EBU Rules and instructions in relation to a specific Eurovision Live Event

- because such processing is necessary [for managing Your accreditation according to the Terms and Conditions for accreditation to a Eurovision Live Event which You have accepted when submitting an application](#) (specifically when You voluntarily apply for accreditation for Yourself or whenever accreditation is applied on your behalf for one of the Eurovision Live Events)
- because such [processing is necessary for the performance of a contract](#) to which You are a party or for the performance of the applicable [EBU Rules or instructions](#) of the relevant Eurovision Live Event.

On the basis of the legitimate interest of the EBU and/or Host Broadcaster

- because such processing is necessary for executing a contract between us and the organisation You are representing (e.g. [You have a direct or indirect role in the organization or production](#) of a Eurovision Live Event (Personal Information collected in relation to a specific function You will perform in a Eurovision Live Event),
- or because [Your Personal Information are required](#) to address and manage properly certain aspects of the participation of a Participating Broadcaster in a Eurovision Live Event and the organisation and production of the Eurovision Live Event by the Host Broadcaster and the EBU, including security aspects, specific Personal Information related to the contestants to be published)
- through necessary [functional cookies](#). For more information about cookies, please see below.

On the basis of the necessity to comply with legal obligations

- because such processing is necessary to abide by specific requests of local authorities.

On the basis of Specific Consent

- because You have specifically consented to a specific processing which is not based on any of the above mentioned legal grounds.

The applicable legal basis for collecting and using your Personal Information will depend on the Personal Information concerned and of the specific context in which we collect it. Whenever the processing of Your Personal Information is based on Your consent, You have the [right to withdraw](#) such consent at any time, without affecting the lawfulness of any processing before the withdrawal of consent.

4. What Personal Information does the EBU collect about You?

*When submitting Personal Information via Accredion, please make sure that Your browser shows a secure https connection, indicated by **a green lock icon** in the browser's address bar*

(i) Information you provide to us on Accredion or otherwise:

Certain parts of Accredion may ask you to provide Personal Information voluntarily. This include First/last name, Photo, Group or country and category of accreditation, Company (Employer), Job title or function, Gender (for national Juries), Date of birth, Country of residence, Nationality, Phone number, Email address, Passport or ID number, expiry date and issuing authority, Nationality, Address of stay in the host country (name of the hotel), Date of arrival in and departure of the Host City, Flights details, Biographies, Other Personal Information voluntarily provided by You.

(ii) Log Information: We receive logs of how Your application is being treated. We receive insight on the follow up of Your application (date of submission, when it was reviewed and when changes were made to Your application or its status). Logs are being kept until 90 days after the event, after which they are being deleted.

(iii) Cookies:

Information about how we use them and what types of information are collected via cookies is described in detail below.

Special category of Personal Information

We will not collect or process any special category of Personal Information relating to You, except if You provide such Personal Information to Us on a voluntary basis because You deem it necessary for Us to know it for the purposes of organising and producing the Eurovision Live Event and/or for the purposes of Your attendance at a Eurovision Live Event. The special categories of Personal information may include food intolerance, specific handicap and any other category of data that You may deem necessary to communicate to us.

5. How do we use Your Personal Information?

Please note that [certain](#) processing [activities](#) described below [may only apply to certain categories of Data Subjects](#).

Accredion is built on a role-based approach and the EBU determines the processing activities that will be undertaken in relation to Personal Information on the basis of the function of a Data Subject. (For each function, specific rights are associated with such function, (e.g. right to invite a Data Subject in the delegation, right to review accreditation, rights to receive the newsletter, etc).

Your Personal Information will exclusively be used to the extent necessary and where applicable to You, to allow Us to:

Accreditation and attendance at a Eurovision Live Event

- [Manage Your application for accreditations](#) (including reviewing and approving Your application by the Heads of Your Delegation or Group);
- [Process Your accreditation request](#) to the Eurovision Live Event for which You have applied for accreditation;
- [Issue and print Your Accreditation Cards](#);
- Deal with matters regarding Your [attendance at a Eurovision Live Event](#);
- Managing the [granting or refusal of access to a Eurovision Live Event premises](#) to cardholders and applicants;
- Depending on the type of security measures implemented, keep record of all Your entries [and exits from a Eurovision Live Event](#) venue premises, each time Your Accreditation Card is scanned;
- Issue [invitation letters for visa purposes](#) whenever You have requested such a letter;
- Ensure [security](#) at the Eurovision Live Event;
- File [authorisations](#) which may be needed with [local authorities](#) of the Host Country;

Organisation and preparation of a Eurovision Live Event

- Send You “[communications](#)” (such as the “EBU Official Newsletters”) in relation to the Eurovision Live Events in which you are involved;
- [Allow You to access and receive useful and important information](#) in relation to relevant Eurovision Live Events;
- [To enable You to fill in the forms and](#) upload information in relation to the Participating Broadcasters' and Host Broadcaster's personnel working on a Eurovision Live Event, artists/contestants, songs, performance, acts, juries, stay in the Host City (including but not limited to all information and material requested under Accredion Plus throughout the preparation process of a Eurovision Live Event)
- Send You [relevant information](#) about Accredion, Eurovision Live Events and the EBU;
- Edit and print the various [Handbooks](#) that are made available for each Eurovision Live Event meant to be distributed on-site (with inclusion of certain Personal Information related to Heads of delegations, Heads of Press, participants, staff and artists to the reasonable extent needed)
- [Share contact details](#) amongst the members of the delegations, the EBU, the Host Broadcaster and to journalists and press (on a need to know basis);
- [Publish on line](#) information about [Contestants](#) performing in a Eurovision Live Event;
- To manage and operate Accredion.

We may not use Your Personal Information for new purposes which are as yet unforeseen in this Privacy Notice except on the basis of an applicable statutory permission. In any event, prior to using Personal Information for other purposes, We will inform You about such change to this Privacy Notice. In case of consent-based activities, We will not process Your Personal Information for such new purposes without first obtaining Your consent or having a lawful basis for doing so.



PROTECTION IN PLACE

6. Who has access to Your Personal Information?

Transferring Personal Information to third parties

We transfer Your Personal Information on a need to know basis, and in accordance with the rights associated with the corresponding function under Accredion and in a manner consistent with this Privacy Notice to:

- the [Host Broadcasters of the Eurovision Live Events, the Head of Your delegation or Group](#) so that he/she may review Your application(s) for accreditation and process it;
- [Scrn](#) which is in charge of operating Accredion, (storage of Your Personal Information on servers of Scrn's suppliers located within the European Union, in accordance with appropriate security measures (see point 8 of this Privacy Notice), provision of statistical insights about the use of Accredion, mailing tools used for sending our newsletters and hosting providers).
- the [partners and other participating broadcasters](#) involved in the Eurovision Live Events on a need to know basis,
- entities managing the [onsite access to the Eurovision Live Events premises](#). After the accreditation window is closed, all Personal Information collected via Accredion of Data Subjects who have been granted an accreditation will be securely transferred to the local system of the local accreditation partner for the Eurovision Live Event concerned.
- the [local authorities](#) of the Host Countries of the Eurovision Live Events, for the purposes of vetting check for security reasons and to [any competent administration or judicial authority, government body or agency or other third party](#) where disclosure is needed (a) pursuant on an official request on the basis of applicable national law or regulation, (b) to exercise, demonstrate, or defend our legal rights, or (c) to protect Your vital interests or those of any other person.
- to [press, journalists](#) (but only in relation to Contestants – publication of press releases, to Heads of Delegations or Groups and Heads of Press contact details and functions – publication in an EBU handbook).

Except as mentioned above, We will not make Your Personal Information available to any third party and shall not publicly disclose the Personal Information unless such transfers

- is based on Your specific consent, or
- is necessary for the organization and/or production of a Eurovision Live Event for which You have submitted Personal Information or
- is necessary for the performance of a contract entered into between You and us (and or the Host Broadcaster and/or a Partner) and/or the Rules, or
- is based on Our legitimate interest or otherwise authorised or compulsory by law or by order of an administration or judicial authority.

Transferring Personal Information to third countries

Please note that whenever Your Personal Information are transferred to processors or third parties located outside Switzerland or the European Economic Area in countries which are not considered by the European Commission to guarantee an adequate level of personal data protection, We will ensure that appropriate measures are implemented according to the applicable national and European legislation relating to data protection.

You may obtain a copy of the appropriate safeguards taken or information as to where they have been made available by sending Us an email at privacy@ebu.ch.

Direct marketing

We will not use Your Personal Information for direct marketing purposes without Your explicit prior consent, except where authorised under applicable law.

If at any time You decide not to receive any commercial or promotional information from Us, You may, free of charge and without having to provide any justification, opt-out of any direct marketing campaigns and oppose to the future processing of Your Personal Information for such purposes by sending Us an email at privacy@ebu.ch and mention "opt-out" in the subject

of Your email. Alternatively, You may use the opt-out procedure provided in any promotional message You receive from Us.

Please note that opting out from receiving promotional messages from Us will not prevent You from receiving information that relates to any contract You may have entered into with Us.

7. No Automated decision-making

We will not make use of automated decision-making processes, including profiling, except where authorised under applicable law. In such case we would inform You about the logic involved in the decision, as well as the significance and the envisaged consequences of such processing for You.

8. For how long does the EBU keep Your Personal Information?

We will retain Your Personal Information only as long as necessary for the fulfilment of the purposes described above or as required by law, and statutory limitation periods for claims.

Personal Information will be removed from Accredion 90 days after the Eurovision Live Event for which You have submitted Personal Information has taken place, unless You request Us to continue to store Your Personal Information in order to facilitate Your application for accreditation at a next Eurovision Live Event.

9. How does the EBU protect Your Personal Information

Personal Information will be stored in a way that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Accredion provides technical and organisational measures in accordance with standard industry practices to ensure an appropriate level of security of the Personal Information processed. Nevertheless, security requires efforts from all actors involved. We thus encourage You to contribute to these efforts by taking appropriate security measures yourself, including using strong passwords and keeping all user names and passwords (if any) confidential.

10. Children on Accredion

Accredion is not intended for or directed to children under 16. When any information from such individuals shall be collected for accreditation or participation purposes, only the parents or holders of the parental authority shall enter such information. Accordingly invitations for accreditation purposes have to be sent to an email address for which the parent/guardian has confirmed that he/she has an access so that the parent may proceed himself/herself to the accreditation of his/her child. The Head of Delegation or Group is responsible to obtain any parental consent that may be needed for the purposes of attendance of children at a Eurovision Live Event.

If You believe Your child has provided Us with Personal Information without Your consent, please contact Us at privacy@ebu.ch. When You send Your request, please mention that Your request concerns Personal Information which are processed in relation to a Eurovision Live Event and if possible which one.

11. Cookies

Cookies are small text files that are placed on Your computer or other device by websites that You visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the website.

General information about the cookies used

When You visit Accredion, we may also collect certain information automatically from Your device. To that end, Accredion is using the following cookies

Google Analytics: Used to obtain data about the usage of the Accredion. Data are collected via Google Analytics and are accessed in anonymised form.

Device information: The Information We collect automatically includes your IP address and other information about Your connection.

Cookies are installed on devices. We encourage You to consult www.google.com/policies/privacy/partners/, or any other URL Google may provide from time to time to find out how Google uses data.

Sentry: Used to collect reports in case of errors that occur while using Accredion. Error reports contain Your IP address and email address.

When You visit Accredion for the first time, You will have to create an account The creation of Your account implies that You consent to such cookies being set. Accredion may also uses session cookies which are automatically deleted at the end of Your session and which also do not require Your prior consent. Other cookies (such as cookies to improve the navigational experience by keeping record of certain data – this avoids You having to reintroduce such data at each connection) may be installed and used on the basis of Your consent.

You will find all relevant information about the cookies in question here

	Cookie name	Category of information stored	Purpose	Service	Type of cookie	Retention time	Related to user tracking	Communication to 1/3 party	Privacy policy of third party

How to prevent cookies to be set

You may prevent cookies to be set by adjusting Your browser accordingly. Indeed, most web browsers allow some control of most cookies through the browser settings. To find out more about how to prevent cookies to be set, visit <http://www.allaboutcookies.org>.

However, in such case, Accredion may not work properly and some functionalities of Accredion might no longer be available to You.

How to delete/deactivate cookies

In order to delete/deactivate all cookies set on Your computer, the majority of web browsers allow You to disable completely the use of cookies, or to delete cookies created by specific domains/websites. To find out how to do it, please refer to Your browser's help page:

- Chrome: <https://support.google.com/chrome/answer/95647?hl=en>
- Internet Explorer: <http://windows.microsoft.com/en-US/internet-explorer/delete-manage-cookies#ie=ie-11-win-7>
- Firefox: <http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- Safari: https://support.apple.com/kb/PH21411?viewlocale=en_US&locale=en_US
- Safari on IOS: <https://support.apple.com/en-us/HT201265>
- Opera: <http://www.opera.com/help/tutorials/security/cookies>

12. Links to third Parties Websites

On certain areas of Accredion, links to third parties websites, which are not subject to this Privacy Notice may be provided and/or requested as the case may be.

Please be aware that such third parties websites will have a different privacy notice applying to information collected from and/or provided by You when You are on those third parties' websites.

If you submit Personal Information to any of those third parties websites, Personal Information is governed by their privacy policies.

We encourage You read the privacy notices of such third parties websites carefully before providing personally identifiable information and to secure the necessary consents to that end if needed.



YOUR RIGHTS

13. Your rights

At any time, You may exercise Your [right to request access](#) to or [rectification](#) of and, as the case may be, [erasure](#) of any Personal Information relating to You directly under Accredion when accessing Your account. You may also [object](#) to processing, or request a [restriction of](#) processing and benefit of a right to [data](#) portability (as the case may be), in compliance with applicable data protection law.





Contact: You may exercise Your rights directly through Accredion. If you do not manage to exercise Your Rights, please send us a signed request form with a copy of Your ID card, passport or other proof of identity to privacy@ebu.ch or by post to EBU, 17A L’Ancienne-Route, 1218 Le Grand-Saconnex, Geneva, Switzerland.

When You send Your request, please mention that Your request concerns Personal Information which are processed on Accredion in relation to a Eurovision Live Event and if possible which one.

When applicable, You have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent made prior to such withdrawal.

We render You attentive to the fact that should You delete Your Personal Information from Accredion during a Eurovision Live Event, Your accreditation card shall automatically be cancelled and You will no longer be permitted to access to the premises of the Eurovision Live Event in question.

As a Data Subject, You have a right to lodge a complaint with a supervisory authority (in particular in the Member State of the European Union of Your usual place of residence, Your place of work or the place where the violation occurred) if You consider that the processing of Personal Information relating to You infringes the applicable legislation relating to data protection.

14. Data protection officer

We have designated a data protection officer whose contact email address is dpo@ebu.ch. You may contact our data protection officer with regard to all issues related to the processing of Your Personal Information and to the exercise of Your rights under the applicable national and European legislation relating to data protection.

15. Representative in the European Union

We have designated EBU UER AISBL, Avenue des Arts 56, 1000 Brussels, Belgium as our representative in the European Union.

16. Update and Review

This Privacy Notice is the version currently in effect. We reserve the right, at Our complete discretion, to change, modify, add, or remove portions of this Privacy Notice at any time. We may have to update or modify this Notice further to new features of Accredion or to reflect specific provisions applicable for specific Eurovision Live Event. We encourage You to check this page periodically to read the most recent version of this Privacy Notice as a continued use of this platform after the posting of changes to these terms will mean that You acknowledge these changes.

Thank You for using ebu.accredion.com.

Last Updated: 6 December 2018