

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

The EBU and its Members take the privacy of Your Personal Information seriously in accordance with EU General Data Protection Regulation 2016/679/EU ("GDPR"). 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 when You access <https://ebu.accredion.com> ("Accredion").

Accredion is an online platform built to facilitate all interactions related to the Eurovision Live Events and is made on a role-based approach; the EBU and/or the Head of Your Delegation or Group determines Your function and consequently the processing activities that will be undertaken in relation to Your Personal Information.

This Privacy Notice applies to You when You use Accredion in relation to a Eurovision Live Event.

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

Creating an account and using Accredion implies your acknowledgement of this Privacy Notice.



INTRODUCTION

This Privacy Notice describes how

- The European Broadcasting Union ("EBU")/Union Européenne de Radio-Télévision ("UER") 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,
- The broadcaster hosting the Eurovision Live Event (hereinafter referred as "Host Broadcaster"), and
- The broadcasters participating in the Eurovision Live Event hereinafter referred as "Participating Broadcasters")

acting as **joint data controllers** and hereinafter referred collectively as "We", "Our" and/or "Us" will process and use Personal Information pertaining to You, "Data Subject" when You **submit Us Personal Information online via Accredion** for the purposes of

- applying for accreditation to a Eurovision Live Event and/or
- receiving/submitting information about a Eurovision Live Event

This Privacy Notice supplements any privacy notices the Host Broadcaster or any the Participating Broadcasters may separately issue to You as data controllers for their own processing activities and addresses the situation where the EBU, the Host Broadcaster and the Participating Broadcasters are joint controllers of your Personal Data.

The terms "controller", "joint controllers", "data subject", "personal data" and "processing" shall have the meaning set out in the General Data Protection Regulation 2016/679/EU ("GDPR").

Who can You contact for privacy questions or concerns?

If you have any questions or comments about this Privacy Notice or how We handle personal data, please address your correspondence to:

European Broadcasting Union

17A L'Ancienne-Route,
1218 Le Grand-Saconnex,
Geneva, Switzerland.

privacy@ebu.ch



WHAT PERSONAL INFORMATION DO WE COLLECT?

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

(i) Information you provide on Accredion or otherwise for accreditation purposes and/or as part of Your role in a Eurovision Live Event:

Certain parts of Accredion may ask you to provide Personal Information voluntarily. This include First/last name, Photo, Date of birth, Country of residence/birth, Nationality, Phone number, Email/website address, Passport or ID number, expiry date and issuing authority, Nationality, Group or country and category of accreditation, Company (Employer), Job title or function, Role at the Event, Gender (for national Juries), 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: Your ID User and Your password. We also 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.

Information for such new purposes without first obtaining Your consent or having a lawful basis for doing so.



ON WHICH LEGAL BASIS DO WE COLLECT PERSONAL INFORMATION AND FOR WHAT PURPOSES?

We collect Personal Information relating to you based on the following legal grounds:

- The performance of a contract;
- The necessity to comply with legal obligations;
- Our legitimate interests;
- Your specific consent.

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. More detailed information is provided below with respect to specific processing activities that may be undertaken.

Please note that the EBU, the Host Broadcaster and where relevant the concerned Participating Broadcaster will handle **certain** of the processing **activities** described below **depending on Your Function**.

On the basis of the performance of specific contracts:

- For the purposes of **managing Your accreditation and attendance at a Eurovision Live Event** on the basis of the Terms and Conditions for Accreditation, including:

[Managing Your application for accreditations](#) (including reviewing and approving Your application by the Heads of Your Delegation or Group);

[Processing Your accreditation request](#) to the Eurovision Live Event for which You have applied for accreditation in accordance with the applicable Accreditation Handbook;

[Issuing and printing Your Accreditation Cards](#);

[Keeping record of Accreditation Cards picked up and when they leave the perimeter](#);

Dealing 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, keeping record of all Your entries [and exits from a Eurovision Live Event](#) venue premises, each time Your Accreditation Card is scanned;

Issuing [invitation letters for visa purposes](#) whenever You have requested such a letter;

Ensuring health and [security](#) at the Eurovision Live Event, including surveillance in and around the venue premises (e.g. CCTV and other types of video-surveillance);

- For the purposes of **dealing with all matters related to the organization and preparation of a Eurovision Live Event** on the basis of the specific EBU Rules applicable to the Event and/or specific contracts entered into in relation to the Event in question, including:

Managing our relationship with You;

[Allowing You to access and receive useful and important information](#) in relation to relevant Eurovision Live Events;

[Enabling You to fill in the forms and](#) uploading 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);

Editing and printing 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);

[Publishing online](#) information about [Contestants](#) performing in a Eurovision Live Event;

Recording [Your Personal Information when they 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 communication of specific Personal Information)

On the basis of a legal obligation:

- For the purposes of filing [authorizations](#) which may be needed with [local authorities](#) of the Host Country;
- For the purposes of [security and health reasons](#).
- For the purposes of [managing access](#) to the Venue
- For the purposes of [compulsory registration](#) with government bodies/immigration services.

On the basis of Our legitimate interest:

- For the purposes of contacting You and/or to provide or request You with information when [You have a direct or indirect role in the organization or production](#) of a Eurovision Live Event and/or when You have applied for accreditation (including respond to any enquiries or information requests);
- For the purposes of sending You “[communications](#)” (such as the “EBU Official Newsletters”) in relation to the Eurovision Live Events in which you are involved as well as [relevant information](#) about Accredion, Eurovision Live Events and the EBU;
- For the purposes of [Sharing contact details](#) amongst the members of the delegations, the EBU, the Host Broadcaster and to journalists and press (on a need to know basis);
- Managing and operating Accredion through necessary [functional cookies](#). For more information about cookies, please see below
- For the purposes of statistical reporting;
- For the purposes of crowd management and security including camera video surveillance;
- For the purpose of insurance compliance.

Whenever we process your data on the basis of Our legitimate interests, such personal data are either processed to serve your direct or indirect interests or are secured in such a way (via anonymization, pseudonymization or encryption) that no detrimental impact on you can reasonably result from such processing.

On the basis of your consent:

- For the purposes of managing your registration to Accredion and your participation in related events.
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.



WHO HAS ACCESS TO YOUR PERSONAL INFORMATION?

Sharing Personal Information with third parties

We share 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 following recipients:

- *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), usage of cookies (see below), provision of statistical insights about the use of Accredion).*

- *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 Accreditation 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.*
- *[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 and on dedicated pages of the (junior)eurovision.tv website).*
- *Companies providing [mailing tools](#) used for sending our newsletters and [hosting providers](#).*

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.

We may, however, still be required to contact you and shall send "information" emails where required for the purposes of providing important information about the Event, its partners and Sponsors where such emails are necessary for the purposes of fulfilling our contract with a partner or participant, or where it is in our legitimate interests to send such "information" emails.

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.



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.

If You delete Your Account, Personal Information will be kept for 90 days thereafter and then definitively removed.



HOW ARE YOUR PERSONAL INFORMATION PROTECTED ON ACCREDION?

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.

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.

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. The cookies used on Accredion are purely functional.

General information about the cookies used

When You visit Accredion, we may also collect certain information automatically from Your device. Accredion is using the cookies which are listed at <https://accredion.com/privacy-policy/#cookies>.

To find out more about how these third-party services are use, you may consult <https://accredion.com/privacy-policy/#cookies>, to view their websites and privacy policies.

How to prevent cookies to be set

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>.

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>

However, we draw your attention to the fact that should cookies be deactivated, Accredion may not work properly and some functionalities of Accredion might no longer be available to You.

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

At any time, You may exercise Your [right to request access](#) 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 if You delete Your Account 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.

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.

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.

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: 16 December 2019