



FRENCH REPUBLIC

GENERAL SECRETARIAT OF THE  
GOVERNMENT

## MINUTES

Of the Online Ministerial Consultation held from 3 June 2021 to 10 June 2021 under the coordination of Mr Meuris,  
Technical Adviser on Youth and Sport in the Office of The Prime Minister

SUBJECT: Draft Volunteers' Charter for the Olympic and Paralympic Games

The Office of the Prime Minister hereby approves the draft Volunteers' Charter for the Olympic and Paralympic Games attached to these minutes.

CIRCULATED ON: 7 July 2021

The following persons took part in the Online Ministerial Consultation held from 3 June 2021 to 10 June 2021 under the coordination of Mr Meuris, Technical Adviser on Youth and Sport in the Office of the Prime Minister:

SUBJECT: Draft Volunteers' Charter for the Olympic and Paralympic Games

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GENERAL SECRETARIAT OF THE GOVERNMENT

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## VOLUNTEERS' CHARTER FOR THE OLYMPIC AND PARALYMPIC GAMES

### PREAMBLE

This Volunteers' Charter for the Olympic and Paralympic Games (hereinafter 'the Charter') has been drawn up by the Organising Committee for the Paris 2024 Olympic and Paralympic Games (hereinafter 'Paris 2024') together with the State services, pursuant to Article 8 of Law No. 2018-202 of 26 March 2018 concerning the organisation of the 2024 Olympic and Paralympic Games (hereinafter 'the Games').

The aim of the Charter is to set out the rights, duties, guarantees, conditions for appeal, duty categories and conditions of performance applicable to unpaid volunteers wishing to take part in the promotion, preparation, organisation and/or staging of the Games.

The term Olympic and Paralympic Volunteer (hereinafter 'Volunteer') shall mean any unpaid person who freely volunteers to collaborate, on a disinterested basis, to the best of his/her abilities, in the preparation, organisation and/or conduct of the Games, by carrying out the tasks assigned to him/her by any person designated and approved by Paris 2024. This commitment is undertaken in accordance with the principles and values of the French Republic and contributes to the delivery of one of the greatest events ever held in France.

The Charter applies for the entire duration of the Volunteer's commitment, including the period during which he/she is fulfilling the duties assigned to him/her in French territory, and any preparatory training.

The intention of Paris 2024 is to reach out to everyone who wishes to play a part in celebrating the Games. As such, the Volunteer Programme is guided by a policy of diversity and inclusion, helping to forge social bonds and bring people together, both in terms of parity between men and women, non-discrimination, acceptance of all age groups and welcoming, including and supporting persons with disabilities, allowing any person, irrespective of nationality, to take part in making the Games a reality.

The official language of the Charter shall be French. In the event of any divergence of interpretation or meaning between the French and English versions, the French version will prevail.

### SECTION 1: RIGHTS OF THE VOLUNTEER

Adherence to the Charter constitutes the Volunteer's moral commitment to take part in one or more phases of the Games (promotion, preparation, organisation or staging). The freedom of that commitment is expressed in the set of rights laid down below.

#### Subsection 1: Freedom of commitment

- By adhering to the Charter, the Volunteer undertakes, on his/her own initiative, to cooperate freely and on an unpaid basis for one or more periods to be determined by him/her, which may be renewed with his/her agreement upon completion of the duties assigned to him/her by a person designated and approved by Paris 2024, in one or more phases of the Games (see section 4.2).



- Adherence to the Charter shall not prevent the Volunteer from withdrawing his/her commitment at any time, for whatever reason, including during the performance of his/her duties.

#### Subsection 2: Assignment of duties and training

- The assignment of a Volunteer to duties proposed by Paris 2024 shall take account of his/her stated needs, aspirations and availability; it shall in any event require his/her prior agreement.
- The Volunteer shall be given appropriate training to enable him/her to properly prepare for the performance of his/her duties. Such training aims among other things to familiarise the Volunteer with the overall framework put in place by Paris 2024 in which he/she will be contributing as a Volunteer.

### SECTION 2: DUTIES OF THE VOLUNTEER

The successful conduct of the Games assumes that each Volunteer will respect a number of overall principles designed to guide his/her actions in achieving this common goal.

#### Subsection 1: Adherence to the vision and values of the Games

- Adherence to the vision and values of Paris 2024, as well as to those of the Olympic movement and the International Paralympic Committee, is an essential prerequisite to enable each Volunteer to play his/her part in the success of the Games, which he/she represents in the eyes of all the athletes, spectators and Games stakeholders.
- In the event a Volunteer breaches one of the principles of the Charter in the course of volunteering, Paris 2024 shall take all appropriate measures, including if necessary withdrawal of the Volunteer's accreditation card and/or uniform.

#### Subsection 2: Respect for the terms of engagement

- Each Volunteer undertakes, prior to carrying out the duties assigned to him/her, to take part in appropriate training sessions in order to be properly prepared.
- Each Volunteer shall give notice of his/her availability during the Games having regard to the specific period during which he/she is offering to volunteer. More particularly, where the Volunteer is registered with the Job Centre (*Pôle Emploi*) he/she is responsible for ensuring that performing the duties is compatible with his/her search for employment, both at the time of notifying his/her availability and when agreeing to the schedule.
- Each Volunteer undertakes to respect all instructions regarding the security and organisation of the Games to be formally issued as the Policies and Procedures for Paris 2024, as well as those given by the person designated and approved by Paris 2024.

#### Subsection 3: Ethics and standards of conduct



- The Paris 2024 Ethics Charter shall guide each person's conduct in contributing to the success of the Games and the example they set. Each Volunteer shall familiarise him/herself with the Ethics Charter, a copy of which is attached to this Charter as Annex 4, and respect the terms applicable to him/her (Articles 2, 3, 5.1 and 5.II of the Ethics Charter).
- As the function of each Volunteer is to represent Paris 2024 to all the athletes, spectators and Games stakeholders, his/her commitment presupposes respect for the essential principles of dignity, impartiality, integrity and probity throughout the duties.
- Contributing to the positive image of the Games implies showing self-control, discretion, neutrality and care, both towards all the athletes, spectators and Games stakeholders and towards any person contributing in any way to the different phases of the Games.
- The Volunteer undertakes not to disclose any information that Paris 2024 determines is confidential that comes to his/her knowledge in connection with his/her duties.
- The voluntary and unpaid nature of the commitment implies that the Volunteer shall not receive, or seek to receive, any advantage, tangible or intangible, in exchange for performance of the duties assigned to him/her. If the Volunteer's duties lead directly or indirectly to his/her obtaining information about the sporting competitions, the Volunteer undertakes not to engage in any form of online betting relating to the Games.

### SECTION 3: COMMITMENTS MADE TO THE VOLUNTEER

Each person's commitment contributes to the success of the Games and the example they set. Paris 2024 is determined that each Volunteer should have the best possible experience over the course of the Games, and this includes putting appropriate safety and security measures in place for the benefit of Volunteers and others.

#### 1. VOLUNTEER COORDINATION

- The Team Leaders shall coordinate the actions of the Volunteers in carrying out their duties and contribute to the successful staging of the Games as well as the quality of the experience of athletes, spectators and Games stakeholders.
- In the event a Volunteer encounters a problem in carrying out his/her duties, he/she must alert a person designated and approved by Paris 2024 as responsible for resolving any problems.
- Paris 2024 will take care not to make unilateral changes to the Volunteer's schedule, and in general to respect the Volunteer's availability as indicated by him/her, so that Volunteers attending school will have the time necessary for their studies and jobseeker Volunteers will have time to search for employment.

#### 2. VOLUNTEER SAFETY AND SECURITY

##### 2.1. INSURANCE



- Paris 2024 will take care to protect the health, safety and security of each Volunteer. Paris 2024 will take out civil liability insurance to cover the Volunteer for any damage he/she sustains or causes to third parties in the course of his/her duties, as well as optional accident insurance.

## 2.2 MANAGING ANTISOCIAL BEHAVIOUR AND RISKY SITUATIONS

- The Volunteer's role involves direct contact with the athletes, spectators and Games stakeholders. To help ensure the Games run smoothly, the Volunteer will report at once any incident or anomaly of which he/she becomes aware in the course of his/her duties.
- The Volunteer will in all circumstances take care never to put him/herself in a situation that could breach the laws and regulations in force in French territory.
- To protect the Volunteer in all circumstances and prevent risks or potentially sensitive situations, Paris 2024 will put direct security systems in place so that a person designated and approved by Paris 2024 can systematically intervene to resolve any problems.
- In the event of an actual or potential problem or sensitive situation, the Volunteer shall take care to implement the appropriate measures to ensure security as explained in the training sessions prior to starting duties, and immediately alert the person designated and approved by Paris 2024 for resolving problems.
- In the event of an actual or potential problem or sensitive situation, the Volunteer must refrain from intervening directly, in any capacity, with the perpetrators of the breach or misconduct, whether they are employees of Paris 2024, other Volunteers, athletes, spectators and/or Games stakeholders.

## 2.3 DATA PROTECTION

- Paris 2024 shall take all necessary measures to protect the personal information of each Volunteer, in conformity with the applicable laws and regulations, in particular the French Data Protection Law No. 78-17 of 6 January 1978 and the General Data Protection Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 (GDPR).
- The steps taken to guarantee the security of each Volunteer's personal information, the manner in which such data are collected and the associated rights exercised are set out in Annex 1 to this Charter.

## SECTION 4: CONDITIONS FOR USING VOLUNTEER SERVICES



## 1. PRINCIPLES OF ELIGIBILITY FOR THE VOLUNTEER PROGRAMME

Paris 2024 offers an inclusive Volunteer Programme composed of teams that are diverse in terms of parity between men and women, non-discriminatory, and welcoming and supportive to persons with disabilities.

The rules of eligibility are designed to achieve three objectives: to open the Volunteer Programme to the greatest number of people, guarantee the optimal running of the Games and ensure the Volunteers are persons of integrity.

### 1.1 SUBSTANTIVE CONDITIONS

- The minimum age to be eligible as a Volunteer is 18 years on 1 January of the year in which he/she wishes to volunteer. As an exception, for certain specific duties or programmes to be determined at a future date together with the State services, Paris 2024 reserves the right to use the services of minors with a minimum age of 16 years on 1 January of the year in which they wish to volunteer, subject to parental consent and having regard to the schooling of minor Volunteers. The terms on which minors may be called upon are set out in Annex 3 to this Charter.
- Fluency in one of the two official languages of the Games, French or English, is essential for the Volunteer to be able to carry out his/her duties.
- Since the events will be held in French territory, the Volunteer is responsible for ensuring he/she has the necessary permits to remain in French territory for the entire duration of his/her service as a Volunteer at the Games and up to one month after the end of the event for which he/she is volunteering.
- To ensure the smooth running of the Games, the Volunteer is responsible for verifying that his/her expected availability complies with the minimum period of commitment requested by Paris 2024. If he/she has insufficient time available the Volunteer's application cannot be accepted, even in part.
- Given what is at stake in organising the Games and having regard to the legislation applicable at the date of performance of Volunteers' duties, applicants will be screened pursuant to Article R. 211-32 of the French Internal Security Code. A clean criminal record and absence of any negative assessment by an administrative authority are necessary preconditions to ensure the security of all. For certain duties, in particular those involving contact with athletes who are minors, particular attention will be paid to the Volunteer's criminal record.
- Lastly, the applicant's eligibility for the Volunteer Programme is conditional upon his or her giving satisfactory replies to the questionnaire(s) relating to the vision and values of the Games.

### 1.2 FORMAL CONDITIONS

- The applicant's eligibility for the Volunteer Programme is conditional upon submission of an application on an appropriate platform setting out his/her expectations, skills and availability, and answering the questions relating to the vision and values of the Games. Final acceptance of the Volunteer's application can take place only after the Volunteer has read and unreservedly accepted this Charter.





## 2. PERIODS WHEN VOLUNTEER SERVICES WILL BE USED

- Since the Volunteers are part of the promotion, preparation, organisation and staging of the Games, the services of Volunteers may be used in three phases, to implement the actions involved in each:
  - 0 The planning and promotion phase of the Games: This covers the 48 to 24 months preceding the Games for the organisation of actions such as (but not limited to) a ceremony of handover from the Tokyo 2020 Olympics or an Olympics Day.
  - 0 The preparation phase of the Games: This covers the 23 to 4 months preceding the Games for the organisation of actions such as (but not limited to) the selecting and signing up Volunteers, presentation of the mascots, an Olympic Day, test events and the handing over of the Flame.
  - 0 The period in which the Games are staged: This covers the three months preceding the Games and continues for one month afterwards.

## 3. DURATION OF VOLUNTEER ENGAGEMENT

- The duration of the engagement differs according to the phase in which the Volunteer is offering to assist:
  - 0 Planning phases of the Games (D-48 months to D-24 months): No minimum period of engagement is required.
  - 0 Preparation phases of the Games (D-23 months to D-4 months): No minimum period of engagement is required.
  - 0 Period of the Games (D-3 months to D+1 month): In the interests of sound organisation, Paris 2024 intends to give preference to applicants offering a minimum engagement of 10 days, whether or not consecutive. As an exception, having regard to the nature and characteristics of certain duties, Paris 2024 may offer shorter engagements, to be specified on a case-by-case basis for the duties concerned.
- In the interests of offering significant experience to Volunteers, Paris 2024 may offer volunteer experience of the Olympic and Paralympic Games in the form of one or more duties, provided the total duration does not exceed three consecutive months.
- On submission of his/her application, the Volunteer must state his/her availability. The length of the engagement indicated is for information only, to ensure the Games run smoothly. The Volunteer can modify it later at any time, on the understanding that during the period of the Games it may not be shorter than ten (10) days.
- The indication by the Volunteer of his/her availability at the time of submitting his/her application does not prevent him/her from withdrawing at any time, for whatever reason, including during performance of his/her duties.



## SECTION 5: DUTY CATEGORIES

The duties that can be assigned to a Volunteer for the Games are listed, for information purposes, in Annex 2 to the Charter, in the form of fact sheets. This list is not exhaustive and may be changed, in cooperation with the State services, to reflect the organisational needs of the Games.

### 1. GENERAL PRINCIPLES

- The duties offered by Paris 2024 shall conform to the definition and purpose of Olympic and Paralympic Volunteering. They shall be carried out under the coordination of a person designated and approved by Paris 2024, in compliance with the rules on health, safety and security to optimize the experience of Volunteers throughout the Games.
- The duties offered by Paris 2024 are fixed-term. The length of each duty shall be determined taking into account the nature of the duty and the skills required to perform it successfully.
- Where the duty the Volunteer wishes to undertake involves driving a light vehicle, the Volunteer must prove that he/she is 21 years old or more on 1 January of the year of duty, has held a French driving licence (*Permis B*) or equivalent for a minimum of three years and has not been responsible for any accident during the 12 months preceding the start of duty.

### 2. EXCLUSION OF CERTAIN CATEGORIES OF DUTY

- No duty that by its nature poses a risk to the Volunteer, including risk to his/her health, physical or mental integrity, dignity or the preservation of his/her security, may be assigned to a Volunteer.
- Similarly, no duty involving the breach of laws or regulations in force in French territory may be assigned to a Volunteer.
- While not exhaustive, the list of duties that may not be assigned to a Volunteer includes those that require the handling of valuables (such as money or handbags), involve major responsibilities, have to do with security or are arduous by nature, or involve the risk of exposure to potentially sensitive or dangerous situations requiring the wearing of special physical protection equipment (such as a helmet).

## SECTION 6: CONDITIONS OF EXERCISE OF DUTIES





- The wearing of the uniform provided free of charge to the Volunteer by Paris 2024 is an essential prerequisite allowing visual identification of the Volunteer who will represent Paris 2024 throughout his/her duties in the eyes of all the athletes, spectators and Games stakeholders.
- The kit provided (the uniform and accessories such as a backpack or headwear) shall remain the property of Paris 2024. It is designed for functionality and to give a good image of the Games. Paris 2024 reserves the right to distribute kits with a different number of items depending on the nature and duration of the duties. At the end of the Volunteer's duties, Paris 2024 may allow him/her to keep the kit.
- During the planning (D-48 months to D-24 months) and preparation (D-23 months to D-4 months) phases of the Games, wearing of the uniform is mandatory when on duty for the purposes of Volunteer identification. However, wearing of the uniform by the Volunteer is prohibited when off duty (except when travelling between the Volunteer's home and the site where he/she is assisting at the Games).
- During the period of the Games (D-3 months to D+1 month) wearing of the uniform is mandatory for the purposes of Volunteer identification when on duty from the first day of opening of the Accreditation Centre to 15 September 2024. However, wearing of the uniform by the Volunteer is prohibited when off duty (except when travelling between the Volunteer's home and the site of the duties).

#### 4. PAYMENT OF EXPENSES AND SERVICES TO VOLUNTEERS

Paris 2024 will be attentive to the level of services provided to Volunteers during the Games. Therefore, for the purpose of organising the Games and in a manner it shall determine, Paris 2024 will bear the costs of local public transport for the Volunteer to travel to his/her duties and the cost of meals when on duty. In principle, Paris 2024 will not bear any costs of accommodation of Volunteers. However, on an exceptional basis, accommodation costs may be borne for the purpose of organising the Games and on the decision of Paris 2024, including where the hours of duty and the distance from the Volunteer's home mean that it is too late to return home or outside the hours for public transport.



## ANNEXES

### ANNEX 1: DATA PROTECTION (GDPR)

The purpose of this Annex 1 is to explain to Volunteers the measures put in place by Paris 2024 to ensure an appropriate level of protection for their personal information (namely any information that could enable the direct or indirect identification of a Volunteer as an individual, hereinafter “Personal Data”) in compliance with the applicable regulations.

This confidentiality policy may be modified by Paris 2024 including for the purposes of taking account of any changes in the law applicable or in the internal policy of Paris 2024. Such changes, if any, will be brought to the attention of Volunteers.

#### 1. Who is responsible for the processing of Personal Data?

The person responsible for processing (the ‘Data Controller’) is the person who determines the purposes for which, and the methods by which, Personal Data is processed.

Personal Data of Volunteers is processed by the following Data Controller: Paris 2024, whose registered office is at 46 rue Proudhon, 93210 Saint Denis, France.

#### 2. When is Personal Data collected and processed by Paris 2024?

Paris 2024 may collect and process the following Personal Data of Volunteers:

- Personal Data communicated by Volunteers, in particular when submitting their application. Where certain Volunteer data is essential to Paris 2024 for the processing envisaged, or to comply with a legal obligation, Paris 2024 shall notify Volunteers of this at the time of collecting the data.
- Personal Data lawfully obtained from third parties. Paris 2024 may receive Personal Data from third parties authorised to provide it under their own confidentiality policies and/or to comply with the law. These are sporting federations to whom some Volunteers may be affiliated (with regard to data concerning their identity) and public authorities for the purposes of verifying that Volunteers can perform certain duties. If necessary, Paris 2024 shall inform Volunteers of the identity of other third parties from whom Personal Data of Volunteers is collected, to provide more information to Volunteers on the origin of such data and the terms on which it is collected.
- Personal Data collected during the duties or training of Volunteers.
- Personal Data collected on the setting up by Volunteers of an account on the Olympics and Paralympics Volunteer Programme platform and during their browsing on that platform (including through the use of cookies where appropriate).



### 3. How does Paris 2024 process the Personal Data of Volunteers who are minors?

Volunteers who are minors must be legally old enough to consent to the processing of their Personal Data where this is necessary. Where they are not, consent to processing must be given or authorized by the person having parental authority over the minor Volunteer.

### 4. For what purposes does Paris 2024 collect and process Personal Data of Volunteers?

Paris 2024 collects and processes Personal Data of Volunteers for:

- Performance of the duties of Volunteers, on the conditions set out in the Charter. This means, among other things, that Paris 2024 can communicate with the Volunteers, share their data with persons responsible for coordinating their duties and create internal data sheets to monitor the Olympic and Paralympic Volunteer Programme.
- Developing and promoting the Olympic and Paralympic Games, for example via communications and messages with news about Paris 2024. Where the law requires, Paris 2024 shall ask volunteers for their consent at the time of collecting their data before engaging in any such prospecting activity and Volunteers will have the opportunity to object to such prospecting.
- Complying with the legal and regulatory obligations applicable to Paris 2024 and in particular responding to requests by Volunteers to exercise their rights or to requests from administrative or judicial authorities in accordance with the applicable law.
- Protecting the rights and interests of Paris 2024, for example by setting up control systems and tools to ensure the security of the competition sites and the Olympic and Paralympic Volunteer Programme.

### 5. On what legal basis does Paris 2024 process the Personal Data of Volunteers?

Depending on which processing is involved, Paris 2024 will process the Personal Data of Volunteers on one or other of the following legal bases:

- For implementation of the Charter. If a Volunteer does not wish Paris 2024 to process his/her Personal Data where this is necessary to carry out the duties described in the Charter, Paris 2024 may or must refuse to accept the application of the Volunteer.
- To meet the legal obligations applicable to the activities of Paris 2024.
- A legitimate interest of Paris 2024 within the meaning of the applicable data protection legislation. In such a case, Paris 2024 shall take account of the fundamental rights and interests of Volunteers in determining whether the processing is lawful and legitimate.
- With the prior consent of the Volunteers. In such cases, Paris 2024 shall obtain the consent of Volunteers in the form of signature on a document or via an online opt-in process. Volunteers can withdraw their consent at any time.

### 6. To whom does Paris 2024 give access to the Personal Data of Volunteers?



For the purposes described above, Paris 2024 may need to share the Personal Data of volunteers with the following authorized persons:

- Service providers and partners of Paris 2024 ('sub-contractors' within the meaning of the applicable data protection regulations) where strictly necessary for their duties in connection with the Olympic and Paralympic Volunteer Programme and in compliance with the instructions of Paris 2024. This includes in particular service providers in the field of information technology (those responsible for managing the Paris 2024 online platforms, etc.), persons responsible for coordinating Volunteers' duties and other communication or training services for Volunteers.
- In some cases, to third parties (lawyers, court process servers, accountants, etc.) to use for their own purposes and to administrative or judicial authorities where required to do so by the applicable law or to protect the interests of Paris 2024.
- With the prior agreement of the Volunteers, to share their Personal Data with the International Olympic Committee (IOC), the French National Olympic Committee (NOC), the French Paralympic and Sports Committee (CPSF) and the national Olympic and Paralympic federations, for them to use for the purpose of communications for their own sporting events and/or for promotion after the Olympic and Paralympic Games. These entities shall inform the Volunteers, in accordance with their obligations, of the manner in which their data will be used.

#### 7. Where might Paris 2024 transfer the Personal Data of Volunteers?

In the event Paris 2024 should transfer Personal Data of Volunteers outside the European Union, to countries that are not considered to offer a level of protection equivalent to that of European Union countries, Paris 2024 shall ensure that suitable guarantees are put in place, in conformity with those prescribed in the applicable data protection legislation (including signature of the relevant European Union standard contract clauses).

#### 8. What security measures has Paris 2024 put in place to protect the Personal Data of Volunteers?

Paris 2024 has put a set of organisational and technical procedures and measures in place to ensure the integrity and confidentiality of the Personal Data of Volunteers and protect them from unauthorised access, use or disclosure.

These measures take account of the state of the art, the costs of implementation and also the nature, scope, context and purposes of the data processing, as well as the risk and danger to the rights and freedoms of the Volunteers.

#### 9. How long will Paris 2024 retain the Personal Data of Volunteers?



Paris 2024 will retain the Personal Data of Volunteers for the length of time strictly necessary to fulfil the purposes referred to above, and at the most for two years after the end of the Paralympic Games.

As an exception, at the end of such periods, the Personal Data of Volunteers may, if necessary, be stored for a period not exceeding the legal period of prescription or mandatory storage obligations or the length of procedures in accordance with what is authorised or prescribed by the applicable law; or to the extent necessary to protect the rights and interests of Paris 2024.

Upon expiry of such periods Paris 2024 shall destroy the Personal Data of Volunteers.

#### 10. What rights do Volunteers have over their Personal Data?

Volunteers have the following rights over their Personal Data:

- Right of access: Volunteers have a right to confirmation of whether or not Paris 2024 is processing their Personal Data and if it is, to access a copy of that data.
- Right to rectification: Volunteers have a right to rectification of their Personal Data that is inaccurate, incomplete or out of date.
- Right to erasure: In certain specific cases set out in the applicable legislation, Volunteers are entitled to the erasure of certain Personal Data.
- Right to restrict processing: Volunteers have the right to restrict the processing of their Personal Data in the situations laid down in the applicable law.
- Right to object: Volunteers may object to the processing of their data for reasons relating to their individual situation or, independently of that, to the use of their data for purposes of prospecting.
- Right to withdraw consent: Volunteers may withdraw their consent at any time, without affecting the lawfulness of processing based on their consent.
- Right to data portability: Volunteers may obtain Personal Data they have provided to Paris 2024 and/or ask Paris 2024 to transfer it to another Data Controller where it is technically feasible to do so.

Volunteers resident in France may also decide what should happen to their Personal Data after their death.

To exercise these rights, Volunteers can write directly to the address indicated below in the 'Contacting Paris 2024' section, including any document needed to prove their identity and justify their request.





Volunteers are reminded that Paris 2024 may, in accordance with the regulations, refuse to give effect to certain requests concerning some of these rights (in particular the right to erasure) on legitimate grounds such as the need to assert legal rights or the existence of a legal obligation to retain certain data.

In the event of a problem that is not resolved, Volunteers may lodge an appeal with the competent regulatory authority, which in France is the data privacy regulator, the *Commission nationale de l'informatique et des libertés* (CNIL).

## II. Contacting Paris 2024

To exercise their rights or ask Paris 2024 any question concerning the processing of their Personal Data, Volunteers may write to the following address: [DPO@paris2024.org](mailto:DPO@paris2024.org)

### ANNEX 2: FACT SHEET FOR SPECIFIC DUTIES

General rules applicable to all duties:

- Volunteers shall not be exposed to situations or installations that are dangerous for their health or security or that of the public.
- Volunteers shall not perform any duties directly or indirectly related to the security of the site. In particular, they may not carry out identity checks, security pat-downs, visual inspections or bag searches.
- Volunteers shall not be exposed to any situation involving breach of the laws or regulations applicable in French territory. If a problem arises, they shall not intervene directly but immediately alert the person designated and approved for resolving problems.
- Where a breach of a law or regulation occurs, Volunteers shall not intervene directly with the perpetrator. They must take care to implement the appropriate measures to ensure their own security, as explained in the training sessions prior to performance of their duties, and to immediately alert the person designated and approved by Paris 2024 for resolving problems.
- Volunteers will be given systematic support in the event of a potentially sensitive situation.
- Volunteers shall not undertake translations that create legal rights (workplace accidents, witness statements, breaches of rules, etc.) or of documents setting out health and safety rules.
- Volunteers shall not drive ambulances.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Accommodation	Volunteer		<p>Volunteers contribute to the quality of the experience of Games stakeholders by performing the following tasks:</p> <ul style="list-style-type: none"><li>assisting with the administration of accommodation at the functional accommodation coordination centre based in the Main Operations Centre (MOC at Paris 2024 Headquarters);</li><li>communicating information to the athletes and stakeholders in the Games (National Olympic and Paralympic Committees, international federations, etc.) concerning accommodation (information about accommodation, reservations, etc.);</li><li>assisting athletes and Games stakeholders with their accommodation (obtaining information from hoteliers or landlords, language assistance, etc.).</li></ul>
Accreditation	Volunteer		<p>Volunteers contribute to the quality of the athletes' experience of the Games and to the smooth running of the Accreditation Centre by performing the following tasks:</p> <ul style="list-style-type: none"><li>administrative processing of requests for accreditation in the system, in accordance with the Paris 2024 procedure in force and in compliance with the General Data Protection Regulation (GDPR);</li><li>taking photos, printing out accreditation cards, etc;</li><li>replying to requests for assistance and information from athletes in the Games.</li></ul>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Accreditation	Team Leader		<p>Team Leaders coordinate Volunteers at the Accreditation Centre (checking schedules, sharing information, pointing out problems) and contribute to its smooth running, as well as to the athletes' experience of the Games, by performing the following tasks:</p> <ul style="list-style-type: none"><li>administrative processing of accreditation requests in the system in accordance with the Paris 2024 procedures in force and in compliance with the General Data Protection Regulation (GDPR);</li><li>taking photos, printing accreditation cards, etc.,</li><li>responding to requests for assistance and information from athletes in the Games.</li></ul>
Arrivals and departures	Volunteer		<p>Volunteers contribute to the experience of the athletes in the Games at train stations and airports by fulfilling the following tasks:</p> <ul style="list-style-type: none"><li>greeting athletes in the Games upon their arrival at stations and airports and giving any assistance;</li><li>facilitating access for athletes in the Games to road and public transport;</li><li>informing athletes in the Games about the Paris 2024 counters at airports or train stations;</li><li>assisting athletes in the Games in the event of unforeseen events (baggage loss, missed connections, etc.);</li><li>assistance in managing departures.</li></ul>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Trademark & Identity	Volunteer		<p>Volunteers contribute to the athletes' experience of the games and spectators by performing the following tasks:</p> <ul style="list-style-type: none"> <li>helping to collect small items (banners, trestles, etc.) and install them where this does not require specific protection for the Volunteer's physical integrity;</li> <li>controlling sites to identify elements that may be damaged or require replacement or improvement.</li> </ul>
Trademark protection	Volunteer	Duties associated with Spectator Services	Volunteers contribute to protecting the image of the games and Paris 2024 property by pointing out ambush marketing, unauthorised use of Paris 2024 intellectual property and other unauthorised activities, to allow designated and approved persons to deal with offenders.
Ceremonies	Victory Ceremony Volunteer		Victory Ceremony Volunteers contribute to the quality of the experience enjoyed by the athletes by accompanying VIPS and athletes, helping to distribute medals and flowers.
Ceremonies	Ceremony Volunteer		Volunteers contribute to the preparation and running of the opening and closing ceremonies, for example by welcoming and accompanying athletes, distributing costumes or handing out packed meals.
Ceremonies	Ceremony Volunteer		Volunteers participate in artistic displays at the ceremonies, for example by running with flags or the timed lighting of torches. If the ceremony is contracted out by Paris 2024, the participation of Volunteers may in no event be invoiced to Paris 2024 by the service provider.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Communication	Volunteer		<p>Volunteers contribute to the flow of Paris 2024 communication by assisting the Communications team with the following tasks:</p> <ul style="list-style-type: none"><li>coordinating interviews between Paris 2024 and journalists (arranging meetings, making telephone calls, etc.);</li><li>reception duties and sharing information within the main communication offices (Paris 2024, IOC/IPC etc.).</li></ul>
Communication	Volunteer		<p>Volunteers contribute to sharing the Games with the whole world by performing the following tasks:</p> <ul style="list-style-type: none"><li>participation in the Paris 2024 digital media campaigns;</li><li>assisting in the management of social media platforms and controlling content;</li><li>responding to questions and concerns.</li></ul>
Culture	Volunteer		<p>Volunteers contribute to the Games' cultural programme by fulfilling the following tasks:</p> <ul style="list-style-type: none"><li>promoting the cultural programme;</li><li>disseminating general information to supporters;</li><li>administrative assistance to the cultural programme management team.</li></ul>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Anti-Doping	Chaperone		Chaperones contribute to the smooth running of anti-doping tests by guiding athletes to the anti-doping centres and accompanying them in accordance with the anti-doping testing plan. They inform the designated athlete about providing the sample, accompany and keep them under observation up to arrival and during the entire time spent at the anti-doping test centre. In the event of difficulty they alert the person designated and approved for resolving any problems.
Spectator Services	Volunteer	Orientation	Volunteers contribute to the smooth management of spectator flows by directing, according to their tickets, those who have not yet passed the pedestrian access control points. In the event of difficulty they alert the person designated and approved for resolving any problems.
Spectator Services	Volunteer	Orientation	Volunteers contribute to the smooth management of pedestrian spectator flows by helping regulate the flow of pedestrians and the queues waiting outside the site. In the event of difficulty they alert the person designated and approved for resolving any problems.
Spectator Services	Volunteer	Orientation	Volunteers contribute to the smooth management of spectator flows by organising and managing queues at the pedestrian access control points. In the event of difficulty they alert the person designated and approved for resolving any problems.
Spectator Services	Volunteer	Orientation	Volunteers contribute to the smooth management of spectator flows by helping them validate their tickets. In the event of difficulty they alert the person designated and approved for resolving any problems.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Spectator Services	Volunteer	Orientation	Volunteers contribute to the quality of the spectators' experience by giving them information related to the event and the site, answering their general questions and helping to deal with lost property (receiving and cataloguing various lost items, etc.).
Spectator Services	Volunteer	Orientation	Volunteers contribute to good crowd flow management at the stand's entry points by directing ticket holders towards their seating area. In the event of difficulty they alert the person designated and approved for resolving any problems.
Spectator Services	Volunteer	Seating	Volunteers contribute to the quality of the spectators' experience by helping them to find their seats and giving them general assistance (directing them to the toilets, managing accessibility issues, etc.)
Spectator Services	Volunteer	Orientation towards the operational area	Volunteers contribute to the smooth crowd flow management by directing people arriving at the operational area entrances according to their accreditation level. Without becoming directly involved, they alert the designated and approved person if someone is in, or wishes to access, an operational area for which they do not have the correct accreditation level.
Spectator Services	Volunteer	Communication	Volunteers contribute to the smooth running of operational and spectator management by following the dedicated conversation channels, radio communications, etc., related to spectator services.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Spectator Services	Volunteer	Universal accessibility	Volunteers contribute to the spectators' overall experience by helping those who require assisted access (for example, by driving a golf caddy) or by helping spectators with disabilities reach their seats. Volunteers will be given prior training to drive golf caddies and, more specifically, on the safety rules, with a traffic plan for vehicles and pedestrians established in advance.
Spectator Services	Volunteer	On-site flow management	Volunteers contribute to good spectator flow management by helping regulate the flow inside the site. In the event of difficulty they alert the person designated and approved for resolving any problems.
Spectator Services	Team Leader		Team leaders contribute to the smooth management of spectator flows and the quality of the spectator experience by coordinating the Volunteers (checking schedules, sharing information, identifying problems) as part of the services to spectators (flow management, orientation, information, etc.).
Spectator Services	Volunteer	Support	Volunteers contribute to the smooth running of spectator services including by helping to coordinate distribution of equipment (radios, etc.) to the Spectator Services teams.





FUNCTION	ROLE	DETAIL	DESCRIPTION
<p>knowledge Transfer</p>	<p>olunteer</p>		<p>olunteers contribute to the quality of the experience enjoyed by participants in the “Games Experience” (observers’ programme for the organising committees of future editions of the Games) by performing the following tasks:</p> <ul style="list-style-type: none"> <li>administrative assistance for the organisation and implementation of the programme;</li> <li>translation* for the observers and employees of the Olympic organising committees;</li> <li>facilitating visits and observations;</li> <li>logistical assistance for the participants in the programme (recording, equipment, etc.);</li> <li>arranging meeting rooms, helping to set them up, etc.</li> </ul> <p><i>* Translation and interpretation will not require specific qualifications, such as those needed to precisely and accurately translate safety instructions or acts creating rights.</i></p>
<p>Language Services</p>	<p>Language Assistant</p>		<p>Language Assistants facilitate exchanges with and between the athletes in the Games by directing and responding to questions from the athletes and stakeholders in the Games made to the Language services.</p> <p>They will moreover ensure that the appropriate communication equipment (headphones, etc.) is distributed to those attending press conferences. Finally, they can provide operational administrative assistance at the Main Media Centre.</p>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Medical Services	First Aid	Volunteer Competition area	Caring for the health of athletes in the Games, First Aid Volunteers who hold the PSEI qualification assist the medical staff at the competition site and may give athletes first aid.
Medical Services	First Aid	Leader Competition area	Caring for the health of athletes at the Games, First Aid Team Leaders who hold the PSEI and PSE2 qualifications coordinate the First Aid Volunteers who assist the medical staff at the competition site (checking schedules, sharing recommendations, identifying difficulties) and may give athletes first aid.
Medical Services	First Aid Volunteer Spectators	Medical Services	Caring for the health of the spectators at the Games, First Aid Volunteers who hold the PSEI qualification give first aid to spectators and help with the administrative tasks (filling out documents relating to the incident, etc.).
Medical Services	First Aid Team Leader Spectators	Medical Services	Caring for the health of spectators at the Games, First Aid Team Leaders who hold PSEI and PSE2 qualifications coordinate the First Aid Volunteers giving first aid to spectators (checking schedules, sharing recommendations, identifying problems).
Medical Services	Medical Volunteer		Caring for the health of the participants in the Games, these Volunteers, holders of the appropriate qualifications, give basic health care in accordance with their recognised medical expertise.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Medical Services	Volunteer		<p>At the service of the athletes' health, Volunteers help to replenish supplies, accompany the athletes benefiting from off-site medical services and give administrative assistance to on-site medical teams. They may also, inasmuch as possible, give linguistic assistance.*</p> <p><i>* Translation and interpretation will not require specific qualifications, such as those needed to precisely and accurately translate safety instructions or acts creating rights.</i></p>
NOC/NPC Services	NOC/NPC Assistant		<p>NOC/NPC (National Olympic and Paralympic Committee) Assistants contribute to the quality of the delegations' experience of the Games. They welcome and assist NOC/NPC members at the delegations' registration meeting, with the recording of arrivals and departures at the Athletes' Village and meetings of the delegation during the opening and closing ceremonies.</p> <p>They also offer administrative and linguistic* assistance to the NOC/NPC and can drive light vehicles to carry members.</p> <p><i>* Translation and interpretation will not require specific qualifications, such as those needed to precisely and accurately translate safety instructions or acts creating rights.</i></p>
NOC/NPC Services	Volunteer		<p>Volunteers contribute to the quality of the delegations' experience of the Games by giving them general information and assisting the NOC/NPC within the scope of the services provided by Paris 2024.</p>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Service to the Olympic and Paralympic Family	Assistant to the Olympic and Paralympic Family		<p>Assistants to the Olympic and Paralympic Family contribute to the quality of the experience of the Games enjoyed by the members of the Olympic and Paralympic Family. They welcome and assist an assigned member at meetings or events.</p> <p>They also offer administrative and linguistic* assistance.</p> <p><i>* Translation and interpretation will not require specific qualifications, such as those needed to precisely and accurately translate safety instructions or acts creating rights.</i></p>
Service to the Olympic and Paralympic Family	VIP Assistant		<p>VIP Assistants contribute to the quality of the experience of the Games enjoyed by VIPs. They assist them on arrival and departure of the delegation, in the accreditation process and during transfers between the sites.</p> <p>They also provide linguistic assistance as well as liaison between Paris 2024 and the VIP's delegation.</p>
Service to the Olympic and Paralympic Family	Volunteer	meetings and events	<p>Volunteers contribute to the smooth running of IOC activities by offering assistance during major meetings such as the IOC session, receptions, the principal public meetings, etc. by assisting with the planning of meetings and administrative tasks and helping with protocol services during events.</p>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Service to the Olympic and Paralympic Family	Volunteer	Olympic Club	Volunteers contribute to the smooth running of IOC activities by offering assistance to the Olympic Club, for example at the welcome desk, by orientating those attending according to their entitlement levels, by alerting the designated person without directly becoming involved in the event a person is found in or wishes to access an area to which he or she has no right of access, and by responding to requests for information regarding transport, the competitions or the sites.
People management	Volunteer		Volunteers contribute to the quality of the experience enjoyed by the Paris 2024 Volunteers as well as the good operational management of Games personnel (Paris 2024 volunteers and employees) by performing the following tasks: <ul style="list-style-type: none"><li>registering Volunteers and managing meal vouchers for Volunteers and employees;</li><li>participating in the recruitment of Volunteers;</li><li>reporting incidents, where appropriate.</li></ul>
People management	Team Leader		Team Leaders coordinate the Volunteers (checking schedules, sharing recommendations, identifying problems) that contribute to the good operational management of Games personnel by performing the following tasks: <ul style="list-style-type: none"><li>registration of personnel and management of meals;</li><li>participating in recruitment;</li><li>reporting incidents, where appropriate.</li></ul>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Press Services	Volunteer		<p>Volunteers facilitate the work of the accredited media by performing the following tasks:</p> <ul style="list-style-type: none"><li>- distribution of information, lists of departures, etc., to the media;</li><li>- receiving and processing requests for guest passes to access the main Press Centre;</li><li>- liaison with Paris 2024, participants in the Games and the accredited media;</li><li>- operational and administrative assistance in the main Press Centre or an on-site media centre;</li><li>- assistance in the service centres, information and assistance desks;</li><li>- assistance with receipt and distribution of messages and parcels.</li></ul>
Press Services	Team Leader		<p>Team leaders coordinate the Volunteers (verification of schedules, identifying difficulties) who facilitate the work of the media by performing the following tasks:</p> <ul style="list-style-type: none"><li>- distribution of information to the media, lists of departures, etc;</li><li>- receiving and processing requests for guest passes to access the main Press Centre;</li><li>- liaison with Paris 2024, participants in the Games and the accredited media;</li><li>- operational and administrative assistance in the main Press Centre or one of the on-site media centres;</li><li>- assistance in the service centres, information and assistance desks, etc.;</li><li>- assistance with receipt and distribution of messages and parcels.</li></ul>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Press Services	Volunteer	Management of Photographers	<p>Volunteers contribute to the quality of the photographs of the Games to be distributed worldwide. They assist the chief accredited photographer of a site in managing the photographers' positions so as to guarantee access to authorised media and avoid excess numbers, allowing them to work under proper conditions. They also assist the photographers in case of need.</p>
Press Services	Volunteer	Olympic Information Service (OIS)	<p>Volunteers contribute to sharing information about the Games worldwide by helping the Olympic Information Service (OIS) to collect athletes' statements.</p>
Press Services	Volunteer	Mixed area	<p>Volunteers contribute to sharing athletes' immediate reactions with the whole world by helping to coordinate and ensure fluid circulation within the mixed area where the athletes and media meet during and/or after the competitions.</p> <p>They also verify whether those wishing to access the mixed area possess the appropriate accreditation card. Without becoming directly involved, they alert the designated person in the event a person is found in or wishes to access the mixed area without having the correct level of accreditation.</p>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Protocol	Volunteer		Volunteers contribute to the quality of the experience enjoyed by the Games Family at the competition sites. At the welcome desks to the salons, they inform and respond to requests from the Games Family relating to transport, the competition and sites. They also participate in guiding them to seats in the stands and, without becoming directly involved, alert the designated person in the event a person wishes to access the stand or is sitting in a seat without the correct access rights. Finally, they are responsible for assembling all the VIPs involved in the medal ceremonies.
Protocol	Team Leader		Team Leaders manage the salons and stands for the accredited Games Family VIPs and coordinate the Volunteers (checking schedules, sharing recommendations, identifying problems) who contribute to the quality of the experience of the Games Family at the competition sites. They also coordinate the presenters for the medal ceremonies.
Sports	Volunteer	Orientation towards reserved and competition areas	Volunteers contribute to the quality of the athletes' experience and the smooth running of the sporting competitions by verifying that the persons wishing to access the areas reserved for the athletes and the competition areas possess the appropriate accreditation card. Without becoming directly involved, they alert the designated person in the event a person is found in or wishes to access the mixed area without having the correct level of accreditation.





FUNCTION	ROLE	DETAIL	DESCRIPTION
Sports	Volunteer	Administration	Volunteers contribute to the quality of the athletes' experience and the smooth running of the sporting competitions by giving administrative assistance (preparation of documents, photocopies, sending messages) to Sports Managers and other members of the team.
Sports	Volunteer	Athletes' Services	Volunteers contribute to the quality of the athletes' experience and the smooth running of the sporting competitions by ensuring that the level of service defined by Paris 2024 is maintained in the salons and other spaces reserved for athletes. They report any required adjustments if necessary. They also communicate information to the athletes and deal with their requests (for example, directions to the nearest toilets, requests to the designated person for ice, etc.).
Sports	Volunteer	Competition equipment	Volunteers contribute to the quality of the athletes' experience and the smooth running of the sporting competitions by assisting with the management of equipment and consumables used during the competitions, maintenance of equipment and organisation of storage areas.
Sports	Volunteer	Competition area	Volunteers contribute to the quality of the athletes' experience enjoyed and the smooth running of the sporting competitions by taking action in the competition area at the request of the technical officials (picking up balls, raking the sand, etc.).
Sports	Volunteer	Services to International Federations	Volunteers contribute to the experience of the members of International Federations by ensuring that the correct level of service is maintained in the salons and other reserved spaces. They also communicate information to the members of international Federations and deal with their requests.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Sports	Volunteer	Sporting information	On each site, within the Sport Information Office (the single office for informing athletes about the competition), the Volunteers contribute to sharing information about the sporting competitions by helping to manage the information and communicate it to the athletes in the Games.
Sports	Official Technical Assistant		Official Technical Assistants contribute to the smooth running of the competitions by assisting the technical officials (judges, referees, etc.) and helping to coordinate their deployment during the competitions.
Sports	Volunteer	Training ground	Volunteers contribute to the quality of the athletes' experience and the smooth running of training sessions by helping to manage the athletes' training sites, in particular by checking the entry tickets for those wishing to enter, ensuring compliance with the training schedules and delivering services to the athletes. Without becoming directly involved, they alert the designated persons in the event a person is in or wishes to access an area without the correct level of accreditation.
Technology and IT Systems	Volunteer	Administration	Volunteers contribute to the fluidity of the on-site technology services by giving administrative assistance to the Technology and IT Systems team and fulfilling the following tasks: <ul style="list-style-type: none"> <li>- logging requests for assistance with technology,</li> <li>- distributing the appropriate communication equipment (radios, headphones, monitors, etc.) to authorised persons.</li> </ul>



FUNCTION	ROLE	DETAIL	DESCRIPTION
Technologies and IT Systems	Display Board Operator		As official timekeeper, OMEGA is responsible for providing the infrastructure, timekeeping and scoring software and services required for the input and dissemination of key data on competitions in the Olympic and Paralympic Games. Under the supervision if the OMEGA teams, the Display Board Operators contribute to the smooth running of the sporting competitions and the quality of the experience enjoyed by spectators and the media using their knowledge of sporting competitions and ideally of graphics. They are tasked with helping to fill in the public notice board and TV graphics in compliance with sporting rules and regulations, and/or a script or instructions.
Technologies and IT Systems	Statistician		As official timekeeper, OMEGA is responsible for providing the infrastructure, timekeeping and scoring software and services required for the input and dissemination of key data on competitions in the Olympic and Paralympic Games. Under the supervision of the OMEGA teams, the Statisticians contribute to the quality of the experience enjoyed by spectators and the media using their knowledge of the official rules of sporting competitions. They participate in the production of specific statistics and data in accordance with the official rules, throughout the competition.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Technologies and IT Systems	Timekeeping and Scoring Operator		As official timekeeper, OMEGA is responsible for providing the infrastructure, software, timekeeping and scoring services required for the input and dissemination of key data on competitions in the Olympic and Paralympic Games. Under the supervision of the OMEGA teams, the Timekeeping and Scoring Operators participate in the smooth running of the competitions by using their knowledge of the competition, their exceptional capacity for observation and concentration and their mastery of the IT equipment. Their duty is to contribute to working the timing or scoring equipment specific to a given sport.
Technologies and IT Systems	Volunteer	Timekeeping and Scoring Operator	As official timekeeper, OMEGA is responsible for providing the infrastructure, software, timekeeping and scoring services required for the input and dissemination of key data on competitions in the Olympic and Paralympic Games. Under the supervision of the OMEGA teams, Volunteers contribute to the smooth running of the competitions by assisting the Timekeeping and Scoring (T&S) teams in various tasks and operations, including input of specific data into the T&S systems, distribution of T&S devices to athletes if necessary, or the handling of timekeeping and scoring equipment (cameras).
Ticketing	Volunteer	Spectators	Volunteers contribute to the quality of the spectators' experience by giving guidance to ticket holders in solving any problems or with requests to exchange tickets (for example for people with reduced mobility) as well as to guests who wish to book specific seats. Volunteers do not handle cash.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Ticketing	Volunteer	Olympic and Paralympic Family	At the Games Family hotel, Volunteers contribute to the experience of the Games Family by giving them assistance with questions relating to tickets.
Transport	Driver		Drivers contribute to the experience enjoyed by the authorised stakeholders by driving their passengers from one official Paris 2024 site to another official Paris 2024 site in a light vehicle.
Transport	Volunteer		<p>Volunteers contribute to fluidity of the transport system on a site by performing the following tasks:</p> <ul style="list-style-type: none"> <li>- assistance in the pick-up/set down areas;</li> <li>- communication of information relating to transport to the dedicated desks;</li> <li>- orientation of persons wishing to access the sites and parking lots (without becoming directly involved, they alert the designated person in the event that someone is in or wishes to access an area without the correct level of accreditation);</li> <li>- helping with deployment of Paris 2024 vehicles and drivers.</li> </ul> <p>Without becoming directly involved, they alert the designated person in the event that a person or a vehicle is in or wishes to access a site or parking lot without the correct level of accreditation.</p>
Site anagement	Volunteer		At the Site Communications Centre, Volunteers contribute to the on-site communication flow by answering telephone calls and e-mails or other means of communication with the site team, by managing the wireless communication equipment, and by recording significant events.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Site anagement	Team Leader		Team Leaders coordinate the Volunteers at the Site Communications Centre (checking schedules, sharing recommendations, identifying problems) to contribute to the fluidity of on-site communication.
Village anagement	Volunteer	Visitor anagement	Volunteers contribute to the smooth functioning of the Athletes' Village by performing the following tasks: <ul style="list-style-type: none"> <li>- issuing entry passes to visitors arriving at the Village;</li> <li>- giving directions to visitors arriving at the Village and answering their questions.</li> </ul>
Village anagement	Volunteer	Service to Residents	Volunteers contribute to the smooth running of the Athletes' Village by helping deliver the services offered to Village residents.
Village anagement	Volunteer	Village Operations	Volunteers contribute to the smooth functioning of the Athletes' Village by performing the following tasks: <ul style="list-style-type: none"> <li>- management of materials and equipment provided to teams/athletes;</li> <li>- answering questions and helping solve residents' problems;</li> <li>- helping to manage requests/questions related to the allocation of accommodation;</li> <li>- delivery of materials to various places in the Village after establishing a traffic plan.</li> </ul>
Village anagement	Volunteer	Protocol	Volunteers contribute to the smooth functioning of the Athletes' Village by helping to welcome the teams, guiding guests during Village visits, and by assisting the Village mayor during the ceremonies and with administrative tasks.



FUNCTION	ROLE	DETAIL	DESCRIPTION
Village Management.	Volunteer	Communication	Volunteers contribute to the smooth functioning the Athletes' Village by coordinating communications tools, managing wireless communication equipment and ensuring that questions are followed up.
Gestion des Villages	Equipier	Communication	Les equipiers contribuent au bon fonctionnement des operations du village des athletes en coordonnant les outils de communication, en assurant la gestion des equipements de communication sans fil et en assurant le suivi des questions.
Village Management	Volunteer	IOC Activities	Volunteers contribute to the smooth running of IOC operations by performing the following tasks: <ul style="list-style-type: none"><li>- helping to organise the election of the Athletes' Committee (helping to ensure voting goes smoothly, staffing the information desks, etc.);</li><li>- helping to promote the programme for raising athletes' awareness of the World Anti-Doping Agency by helping communicate it to the athletes.</li></ul>

### ANNEX 3: SPECIFIC PROVISIONS FOR THE USE OF MINOR VOLUNTEERS

For some specific duties or programmes to be determined later together with the State services, Paris 2024 reserves the right to use minors aged not less than 16 years on 1 January of the year during which their duties are performed, subject to prior parental permission having regard to the schooling of minor Volunteers.

As an exception to Section 6.2 of the Charter, the following adaptations are applicable to minor Volunteers:

- The maximum daily time on duty is set at 8 hours, whether or not consecutive.
- The maximum weekly time on duty is set at 35 hours.
- The minimum daily rest time is set at 12 consecutive hours.
- The minimum weekly rest time is set at 48 consecutive hours.



- In compliance with the aforementioned maximum time on duty, the duties assigned to the minor Volunteer shall not start before 7 am and shall finish no later than midnight save in exceptional circumstances (ceremonies, medal presentations, unfinished competitions, etc.).
- The Volunteer will be granted hourly compensation equal to or double the overtime worked and his/her safe return home will be guaranteed.
- During performance of his/her duties, the minor Volunteer will be granted a break of at least 30 minutes after periods of activity not exceeding 4 hours.

#### ANNEX 4: PARIS 2024 ETHICS CHARTER





The present document is not an annex to the Olympic and Paralympic Volunteer Charter. Its purpose is to adapt its content for VOPs mobilized in French Polynesia (see table below):

Page	Section	Actual Text	Is replaced by
p.4	Preamble	« French territory»	« territory of French Polynesia.»
p.5	2.2: Respect for the terms of engagement	« the Job Centre (Pôle Emploi) »	« with the department responsible for employment»
p.7	3.2.2: Managing antisocial behavior and risky situations	« French territory »	« French territory and territory of French Polynesia.»
p.8	4.1.1: Substantive condition	« French territory »	« French territory and territory of French Polynesia.»
p.8	4.1.1: Substantive condition	« French territory »	« French territory and territory of French Polynesia.»
p.10	5.2 : Exclusion of certain categories of duty	« French territory »	« French territory and territory of French Polynesia.»
p.17	Annex 2 : Fact sheet for specific duties	« French territory »	« French territory and territory of French Polynesia.»