



Privacy statement on the protection of personal data in relation to

#CEDEFOPPHOTOAWARD 2019

Personal data are processed by Cedefop (the data controller) in accordance with the provisions of Regulation (EU) 2018/1725 and the lawfulness of the processing is based on *consent* as defined in Article 5(d).

Description/purpose of the processing

Entries are submitted via an online application process using the platform *Cognito Forms* (for more information, please see below). Personal data concerning the contact person and basic information on the other team members is provided and photographs are uploaded. The person submitting the entry confirms via a checkbox that all parties (including persons appearing in photographs) consent to their involvement, and that evidence of this can be presented if necessary.

After the selection committee has shortlisted 20 entries, the defined contact persons for each shortlisted team will be further contacted by Cedefop and requested to submit a scanned form on which each team member (or their parent/legal guardian in the case of minors ⁽¹⁾) sign that they agree to further processing/use of their data and photographs. At this point, additional data concerning team members will also be collected.

Personal data being processed

Submitted photographs might include images of identifiable persons.

The following data concerning the contact person is provided via an online application form upon submission of an entry:

- Surname, first name
- Date of birth
- Vocational education and training institution/school
- Country of origin
- Email address
- Function/post (only of the teacher/tutor)

After teams have been shortlisted, the same categories of data concerning shortlisted team members will be collected together with signatures (if necessary of parents/legal guardians) giving written consent to further processing of data and use of photographs.

Processors/recipients of data

Collected data will be processed by Cedefop staff members in the selection committee. Providing that consent has been given, personal data of shortlisted team members (full

⁽¹⁾ Younger than 18 at the time of the submission.

names, ages, VET institution/school, country of origin) may be displayed to the general public via activities relating to the organisation of the competition such as the exhibition and related online publication.

As stated above, for the collection of the aforementioned data during the application process, Cedefop is using *Cognito Forms*. The latter is an online form building service provided by Cognito.LLC, a US-based company whose servers are located in the United States. Cognito Forms participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework, therefore data transfers are permitted under article 47(1) of the Regulation (EU) 2018/1725, in line with article 45(1) of the Regulation (EU) 2016/679 (GDPR). You may find further information on Cognito Forms by visiting its [terms of service](#) and [privacy policy](#).

Data subject's rights

Data subjects have the right to request access to, rectification of, and erasure of their personal data. Consent can be withdrawn at any time, although this will not affect the lawfulness of processing already undertaken. Such requests can be submitted to Cedefop using the following email: Cedefopphotoaward@cedefop.europa.eu

Queries and concerns regarding the processing of your personal data may also be addressed to Cedefop Data Protection Officer at the following email: data-protection-officer@cedefop.europa.eu. Data subjects also have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

Retention period of the collected personal data

Data will be erased by Cedefop from *Cognito Forms* after being extracted following the closing date. Data concerning non-shortlisted teams will be erased by Cedefop at the end of 2020. Signed consent forms signed by shortlisted teams will be retained for five years to allow possible further use of the photographs in line with agreed conditions. If photographs are published, the consent form will be retained for 20 years.

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