



## Privacy statement on the protection of personal data in relation to #CedefopPhotoAward 2021

All personal data are processed by Cedefop (the data controller) in line with the provisions of [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

### Why do we collect and process your data?

Entries are submitted via an online application process using the platform JotForm Inc. Personal data of the contact person and basic information of the other team members is provided, while photographs and videos are uploaded. When submitting the entry, consent of all team members for their involvement is confirmed. For this purpose, a scanned consent form on which each team member (or their parent/legal guardian in the case of minors, i.e. younger than 18 at the time of submission) has signed that they agree to further processing/use of their data and photographs and/or videos, will be submitted through the designated contact person. In this context, additional data concerning team members will also be collected.

### What data do we process?

Submitted photographs and videos 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)
- Signature

Along with the online application form, a consent form must be downloaded, signed, scanned and uploaded ensuring the consent of contact person and all team members. The first name and surname of 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 and/or videos via the consent form.

### Who is responsible for your data?

The controller is Cedefop and the responsible person is the Head of Department for Communication.

### Who has access to your personal 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 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.

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As stated above, for the collection of the aforementioned data during the application process, Cedefop is using JotForm. The latter is an online form building service provided by JotForm Inc., a US company based in San Francisco whose main servers are located in the United States. JotForm for purposes of the regulation 2016/679 and in order to stay GDPR- compliant offers the service EU Safe Form, provided that JotForm users are located in Europe. European user data is stored only in European servers, located in Germany, and never transfer it back to US. Therefore, data is stored in line the Regulation (EU) 2018/1725 and the Regulation (EU) 2016/679 (GDPR). You may find further information by visiting [JotForm](#).

### **How long do we keep your collected personal data?**

Data will be erased by Cedefop from JotForm Inc after being extracted following the closing date. Data concerning non-shortlisted teams will be erased by Cedefop at the end of 2022. 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.

### **Your rights as data subject**

As a data subject you have certain rights outlined in Regulation (EU) 2018/1725, in particular the right to request access, rectify and erase your personal data. Consent can be withdrawn at any time, although this will not affect the lawfulness of processing already undertaken. To exercise these rights, please send an email to the following email address, clearly specifying your request: [CedefopPhotoAward@cedefop.europa.eu](mailto:CedefopPhotoAward@cedefop.europa.eu)

### **Contact information and recourse**

In case of any queries or doubts about how your data is processed you can also contact the Cedefop's Data Protection Officer using the following email address: [data-protection-officer@cedefop.europa.eu](mailto:data-protection-officer@cedefop.europa.eu)

You are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

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