



Specific Privacy Statement

Processing of personal data in the context of the call for experts for Cedefop's community of apprenticeship experts

All personal data collected by Cedefop are processed in accordance 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.

1. Data controller

The controller for this data processing activity is Cedefop.

2. Data processor

Cedefop's team for VET for adults and apprenticeships.

3. Purpose of processing

To facilitate and ensure the efficient selection of experts in apprenticeships who will become members of Cedefop's community of apprenticeship experts.

4. Legal basis

The lawfulness of the processing by Cedefop is defined by Article 5 (a) of Regulation (EU) 2018/1725 in that it supports core tasks of Cedefop in Regulation (EU) 2019/128, and Article 5 (d), in that participants are informed and asked to give consent if / when further processing is necessary.

5. Description of processing

- (a) Experts interested in becoming members of Cedefop's community of apprenticeship experts will submit an application form (as included in the Call) and any supporting documents to the indicated email (apprenticeship-team@cedefop.europa.eu);
- (b) Cedefop staff will receive and process the application form and any supporting documents submitted by the experts;
- (c) Cedefop staff will assess the application form and conclude on the most suitable applicant per country/region;
- (d) Cedefop staff will invite the most suitable applicant per country/region to become member of Cedefop community of apprenticeship experts.
- (e) Cedefop will retain a pool of suitable experts, from which Cedefop staff can identify replacements in case of withdrawals of membership being revoked due to inactivity.

6. Data subjects and data processed

Data subjects are applicants who submit their application form. Personal data of applicants includes (as indicated in the Call):

- (a) Applicant's first and last name, contact details needed for communication, current work affiliation, citizenship (as an eligibility criterion), English language level (as an eligibility criterion);
- (b) Indication of relevant activities, their outputs, duration and role of applicants in them in relation to the criteria set in the Call;

7. Access to your information and recipients of the processed data

- (a) Cedefop staff working on projects a community contributes to,
- (b) Cedefop staff (or external auditing bodies) involved in the evaluation, audit or other necessary follow-up on this community and its related activities.

8. Retention of data

Personal data collected by Cedefop will be retained only for as long as is necessary to permit effective operation of Cedefop community of apprenticeship experts. Community-related documentation considered as records, such as application forms will be kept according to Cedefop's Classification and Retention schedule.

9. Rights of data subjects

In case you wish to verify which personal data is stored, have it modified, corrected or deleted, or if you have questions regarding the personal data processed by Cedefop in the context of this specific call, please contact the Cedefop support team using the Contact Information below, explicitly specifying your request. If you have given consent to any of the related processing activities, this can be withdrawn at any time, without undermining the lawfulness of processing undertaken until that point.

Queries and concerns regarding the processing of your personal data may also be addressed to Cedefop's Data Protection Officer (please see contact details below).

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

10. Contact information

Cedefop data protection officer: data-protection@cedefop.europa.eu

UPDATED: 8 October 2021