
Information to data subjects - protection of personal data in relation to the online survey on updating the European Guidelines for validation of non-formal and informal learning

The personal information Cedefop requests from you will be processed in line with 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.

Identity and contact details of the controller:

The controller for this data processing activity is Cedefop's Department for Learning and Employability.

Identity and contact details of the data processors:

The data will be collected through EU survey (<https://ec.europa.eu/eusurvey/home/privacystatement>). Cedefop and the European Commission, unit of skills and qualifications, DG Employment have responsibility for collecting, processing and safeguarding the personal data provided.

Purpose for the collection of personal data:

Obtain information on people's views on the [European Guidelines for validation non-formal and informal learning](#) and their future update.

Description of the processing:

Data will be collected through the EU Survey tool and downloaded by Cedefop and the Commission for analysis purposes.

Data subjects:

Anyone that answers the survey. The Survey is open to anyone, however, our primary focus is on policy makers and people involved in validation practices.

Type of data processed:

- The survey is anonymous, it collects however, information on the respondent's country of interest, role of respondents in relation to validation as well as if they are member of the European Qualifications Framework Advisory Group.
- Opinions of data subjects on the specific issues related to validation

Legal basis:

- Article 5(a) of Regulation (EU) 2018/1725¹, i.e. the processing is necessary for the performance of a task carried out in the public interest.

¹ 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

- Article 5(d) of Regulation (EU) 2018/1725, i.e. and Article 5 (d), in that participants are informed and asked to give consent where necessary
- Article 2 of Regulation (EU) 2019/128² i.e. tasks performed by Cedefop

People who have access to the data:

- Cedefop Department for Learning and Employability DLE staff members responsible for this project
- Cedefop staff responsible for managing and safeguarding records
- European Commission staff, unit of skills and qualifications, DG EMPL.

Time-limits for storing the data:

Cedefop only keeps your personal data for the time necessary to fulfil the purpose of this study and any subsequent follow up actions. As such, the data will be kept for the duration of the study and will be destroyed once the study is completed and closed (as per Art. 4.1.e of Reg. (EU) 2018/1725). There is an administrative retention period of a maximum five years after closure of the study following Cedefop's records management policy.

The data subject's rights:

Data subjects have the right to withdraw at any time their consent to their personal data being processed as per Art. 7 of Reg. (EU) 2018/1725.

Data subjects also have the right to access and rectify (under specific circumstances) their information or request their erasure.

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 EU Survey., please use 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 with the 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>

Contact information:

Email: DATA-PROTECTION-OFFICER@cedefop.europa.eu

Phone: (+30) 2310 490170

² Regulation (EU) 2019/128 of the European Parliament and of the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training (Cedefop) and repealing Council Regulation (EEC) No 337/75