

Cedefop record of processing activity

Record of Cedefop activities processing personal data, based on Article 31 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, and repealing Regulation (EC) No. 45/2001 and Decision 1247/2002/EC.

Nr.	Item	Description
Third party records		
1.	Last update of this record	24/03/2021
2.	Reference number	CDFNOT033 – Third Party Records
3.	Name and contact details of controller	<p><u>Cedefop – European Centre for the Development of Vocational Training</u> Postal address: Cedefop Service Post, Europe 123, 570 01 Thessaloniki, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: DRS / Accounting</p> <p>Enquiries on processing of personal data can be addressed to: accounting@cedefop.europa.eu</p>
4.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	<ul style="list-style-type: none"> • Fibus Cedefop’s custom-developed financial management system (on premises)

		<ul style="list-style-type: none"> • Finance service, Accountancy service, Mail Registration Service, Procurement service • For staff member FIFs: HR service
7.	Very short description and purpose of the processing	The process ensures third parties details are entered into the financial system.
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Third party is any supplier that provides any kind of service to Cedefop. Supplier includes (but is not limited to) staff members, trainees, contractors etc.</p> <p>Suppliers in order to be paid or reimbursed must submit completed LEF – legal entity and FIF – financial identification forms. These forms are first registered and scanned by the Mail Registration Service and then the originals are transmitted to the Financial Service (FS) for registration in Fibus.</p> <p>In case of staff members, every new staff must fill in the FIF which is sent to the HR which subsequently informs the Finance service who, if all the data required is provided, will introduce the data in Fibus. For change in bank details, the workflow follows the same path.</p> <p>Categories of data:</p> <ul style="list-style-type: none"> • Name (first name, family name, previous family name); • Gender, nationality, title, function; • Contact information (e-mail address, business telephone number, mobile • telephone number, fax number, postal address, company and department, country • of residence, internet address); • Bank account reference (IBAN and BIC codes); • VAT number, national insurance number; • ID card/Passport number and personal number; • Place and date of birth; <p>For detailed information about all categories of data please see the Legal Entity Form and the Financial Identification Form.</p>

9.	Time limit for keeping the data	5 years Supporting documents for the accounting system and for the preparation of the accounts referred to in the financial rules shall be kept for at least five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate.
10.	Recipients of the data	Cedefop staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by confidentiality agreements. The Court of Auditors, the private audit firm employed by Cedefop, the Internal Audit Service of the Commission, the European Ombudsman, the Civil Service Tribunal and the European Court of Justice may also have access.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures where possible.	Electronic versions of FIF/LEF saved in Livelink (Electronic Document Management System) with restricted access. Data saved in Fibus (ERP) with restricted access. Hard-copies stored in locked cupboards.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<i>Privacy statement provided to data subjects</i>