

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
<i>Requests for Cedefop datasets</i>		
1.	Last update of this record	13/12/2022
2.	Reference number	CDFNOT069 – Requests for Cedefop datasets
3.	Name and contact details of controller	<p><u>Cedefop – European Centre for the Development of Vocational Training</u></p> <p>Postal address: Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE</p> <p>Telephone: (+30) 2310-490111</p> <p>Email: info@cedefop.europa.eu</p> <p>Responsible department or role: Department for VET and Skills (DVS)</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)	Staff in the Department for VET and Skills (DVS)
7.	Purpose, legal basis and description of the processing	<p>The legal basis of the processing is:</p> <ul style="list-style-type: none"> Article 5(1)(a) of Regulation (EU) 2018/1725¹, i.e. the processing is necessary for the performance of a task carried out in the public interest; 5(1)(d) of Regulation (EU) 2018/1725 (consent) <p>Purpose of processing: Data concerning individuals requesting access to Cedefop datasets collected, stored and used by Cedefop with the purpose of:</p> <ul style="list-style-type: none"> Providing access to (or downloading) the requested dataset/s; Facilitating dissemination of Cedefop research by making datasets available via the Cedefop web portal;

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

		<ul style="list-style-type: none"> • Evaluating the added value of Cedefop's datasets for the purposes of informing research and European policy; • Compiling statistics about usage of Cedefop datasets/microdata etc. • Communicating with persons requesting Cedefop datasets in relation to their use of data. <p>Description of the processing: Individuals interested in accessing / downloading a Cedefop dataset are asked to complete a dataset request form. On providing the information requested in the form and agreeing to the terms and conditions for use of the dataset and the distribution of any analyses of it, applicants are given access to the requested dataset file/s and the information and links necessary to download the data.</p> <p>Terms and conditions for use of Cedefop datasets include a declaration whereby individuals requesting access commit to not using the dataset to attempt to derive any information that relates to any individual, business or household, nor claim to have derived such information.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Categories of data subjects: Individuals requesting access to Cedefop datasets (e.g. researchers, staff of international organisations, staff in EU Commission and EU agencies, researchers, government officials, analysts of labour markets from public or private sector organisations and consulting firms, etc.)</p> <p>Categories of data:</p> <ul style="list-style-type: none"> • Contact data: name, surname, affiliation/organisation, country, email address, economic sector of activity and position held in the organisation; • Intended use of dataset: name and purpose of research project/s for which the dataset will be used; • Relevance of intended use: confirmation that dataset will be used for research and statistical purposes; • Declaration for responsible use of dataset: confirm agreement with terms of declaration.
9.	Time limit for keeping the data	Data processing starts upon completion of the request form. Personal data in request forms will be retained for as long as the dataset itself is kept and according to Cedefop's records management

		retention schedule (approximately 5 years after publication the data).
10.	Recipients of the data	Cedefop staff and/or external auditing bodies involved in the evaluation, analysis, audit or other follow-up on the dataset requests.
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.	Authentication and general ICT security for Cedefop ICT systems and networks.
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 available in the Intranet, the Cedefop web portal and also linked to from dataset request forms.</i>