



Information to data subjects

Protection of personal data in relation to collection, storage and use of information concerning individuals requesting access to ESJS microdata

All personal data collected by the European Centre for the Development of Vocational Training (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.

Identity of controller:

The controller for the data processing is Cedefop and the responsible department is its Department of VET and Skills.

Purpose of processing:

Data concerning individuals requesting access to ESJS microdata are collected, stored and used by Cedefop with the purpose of:

- developing a pool of ESJS users and experts for the purposes of future invitations to Cedefop conferences/workshops and/or for invitation to participate in the expert groups of future waves of the survey
- facilitating the reproduction of research and publicly available data analysis using the ESJS data via Cedefop's web portal.

Data subjects concerned:

Requestors of any kind of ESJS microdata

Type of data processed:

Data provided by and concerning those making the request, specifically:

- Name and Surname
- Affiliation or Organisation
- Job title
- Sector of economic activity
- Country
- Email Address
- Data provided regarding the intended use of Dataset
- Data provided regarding the policy relevance of intended use of data
- Title of research study/paper (if any)

Legal basis and lawfulness of processing:

The lawfulness of the processing is defined by Article 5(1)(a) of Regulation (EU) 2018/1725 in that it manages and makes available tools, datasets and services for vocational education and training, skills, occupations and qualifications to citizens, companies, policy makers, the social partners and other stakeholders, defined as core tasks of Cedefop in Regulation (EU) 2019/128.

In particular, this activity is also described in the following documents:

Cedefop Programming Document 2023-25

<https://www.cedefop.europa.eu/en/content/programming-document-2023-25>

European Commission (2020) European Skills Agenda

<https://ec.europa.eu/social/main.jsp?catId=1223&langId=en>

Recipients of the data processed:

Staff of Cedefop's Department of VET and Skills using Cedefop's Contact database and being responsible for the specific activity.

Lawfulness of processing:

Article 5 (a, d) of the Regulation (EC) 45/2001.

The data subject's rights:

At any time during the processing, you can request from the controller to access your personal data, as well as to rectify and complete inaccurate and uncompleted information concerning you. In addition, you have the right to object to the processing of your personal data.

You may also request from the controller the erasure of your personal data and the restriction of their processing, under the circumstances described in Articles 19 and 20 of the EUDPR accordingly.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

To exercise the mentioned rights, you can contact the controller by sending an email to: info@cedefop.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu) or with the European Data Protection Supervisor (edps@edps.europa.eu).

Date when processing starts:

Data processing starts upon completion of the Request for Dataset.

Time-limits for storing the data:

Personal data will be retained for 1 year.