



Privacy Statement on the protection of personal data in relation to

Promotion of third parties' events in the framework of the ESVW

All personal data 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002 ('Regulation 2018/1725').

1. Who is the controller regarding the processing of your personal data?

Cedefop (European Centre for the Development of Vocational Training) is the controller for the processing of personal data described in this document. The Department for Communication (DCM) is responsible for data processing, particularly the European Skills & VET Week (ESVW) team. The head of the Department for Communication is the person responsible.

The European Commission is a separate controller for processing of personal data related to the websites and their maintenance. More information can be found here: [Privacy policy for websites managed by the European Commission](#), [Cookies policy](#), [EUSurvey privacy statement](#).

2. What is the purpose of processing your personal data?

The purpose of the data processing is to register, publish and promote your company's / organisation's events and activities on the ESVW channels and perform related activities.

In particular, Cedefop uses your personal information to:

- Allow you to register events that you organize so that those events are promoted on the ESVW website, newsletter, social media and other communication channels;
- Contact you to supply visuals, photos or additional information about your events and activities related to the ESVW;
- Contact you for co-promotional activities;
- Contact you to organise joint events and activities related to the ESVW;
- Contact you to participate in evaluation surveys related to the ESVW.

Your personal data will not be used for automated decision-making including profiling.

For detailed information on the exact purposes, please refer to the [respective Record of Processing Activities](#).

3. What personal data is collected and processed?

Personal data will be collected, used, and kept only to the extent necessary for the above-mentioned purposes. The following personal data may be processed:

- Name and surname;
- Organisation details;



- Contact details (e-mail address, telephone number, professional social media accounts).

The provision of personal data is necessary to meet the needs linked to the organisation of the ESVW. If you do not provide the personal data such as organisation, name, surname and e-mail address, it may be impossible for you to complete the form and register your events.

To collect these data, Cedefop uses EUSurvey, a platform from the European Commission which collects credentials and user data for access. Please see [EUSurvey privacy statement](#). If an alternative registration platform is used, it may have access to similar categories of personal data.

Note: *Cedefop is not responsible for visuals, pictures and videos shared by third party event's organisers. Kindly note that it is the sole responsibility of the event organiser to make sure that the collection and distribution of these materials is compliant with applicable privacy regulation.*

4. Who will access your personal data?

The following (categories of) recipients may have access to your personal data:

- Designated Cedefop staff members responsible for the ESVW;
- Other Cedefop staff members, based on the 'need to know' principle;
- External contractors who are involved in the ESVW and who are bound by specific data protection contractual clauses and by confidentiality obligations.

Cedefop staff responsible for audit and review activities, as well as staff of external entities providing audit and review services to Cedefop may have access to personal data collected through this processing operation, to the extent necessary for carrying out their activities.

As EUSurvey is used to collect your data, the European Commission may process your personal data.

Personal information may be exported to or processed within Microsoft 365 applications for back-up, reporting, analysis, document management or operational purposes in accordance with Cedefop's internal information management policies.

Note: *General public will not have access to your personal data. Cedefop will only publish and promote information related to the event and the company / organisation behind it.*

5. What is the legal basis for the processing of your personal data?

The lawfulness of the processing is defined by Article 5(1)(a) of Regulation (EU) 2018/1725 since it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Cedefop, according to its founding Regulation (EU) 2019/128.

In addition, for certain processing activities the lawfulness of the processing is defined by Article 5(1)(d) of Regulation 2018/1725, which requires that participants be informed and provide their consent when necessary. Participants' consent is required for being further contacted to organise joint events or activities, and participate in surveys.



6. For how long is your personal data kept?

Data collected will be kept on EU Survey for one calendar year. At the end of each year the registration form will be closed and data will be deleted.

Cedefop keeps a copy of the collected data on Microsoft 365 for a maximum of 5 years starting from the closure of the registration form.

7. Are there any transfers of your personal data to countries outside the EU/EEA?

There is no data transfer outside of the EU/EEA.

8. How do we protect and safeguard your data?

For information on the technical and organisational security measures implemented at Cedefop, refer to the [respective Record of Processing Activities](#).

9. What are your rights and how can you exercise them?

Within the limits set by Regulation (EU) 2018/1725, you have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing. You also have the right to object to the processing of your personal data. If you have given consent to any of the related processing activities, this can be withdrawn at any time. However, this withdrawal does not affect the lawfulness of the processing of your personal data based on consent before it is withdrawn.

To exercise your rights, you may contact the controller by sending an email to the ESVW team (Vocational-Skills-Week@cedefop.europa.eu) whereby you shall specify your claim (i.e. the right/s you wish to exercise). The ESVW team will then submit your claim to the Department responsible for the specific processing operation. 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 requests.

For further inquiries concerning your data, you may refer to Cedefop's Data Protection Officer (data-protection-officer@cedefop.europa.eu).

Finally, if you consider your data protection rights have been breached, you may [lodge a complaint](#) with the European Data Protection Supervisor as the supervisory authority using a dedicated complaint form (see further contact information on the [EDPS website](#)).

DATE UPDATED: 5 August 2026