



Privacy Statement

Processing of personal data in the context of the organisation of Cedefop event

Building the European map of qualifications Latest NQF developments

21 March 2024
Virtual workshop

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.

Data controller

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

Purpose of processing

To facilitate and ensure the efficient organisation and management of the virtual event and to support awareness-raising and promotion of the event.

Description of processing

The organisation and management of the virtual event involves invitation/registration of participants; creation/sharing of participant lists and reusing them for the following Cedefop events; use of teleconferencing application (Zoom); event recording not for publishing purposes; awareness-raising and promotion of the event via news and publications, including Cedefop's website or social media channels such as X, Facebook, LinkedIn.

- Participants and speakers will be invited to register online for the event with a personalised email sent to them by a Professional Conference Organiser ('PCO') including a link to register or through social media posts.
- Registration to the event will be done using an online form created with Jotform.
- Management of contact data and creation of participants list.
- The event will be hosted using the Zoom platform.
- During the event participants will have the option to engage interactively via Jamboard. For this purpose, Jamboard collects the following data: device or other IDs, app activity, location.
- Audio, video and chat contents will be recorded using Zoom functionality.
- Participants will be given the option to upload to Zoom a photo that will show when their camera is off without containing any other personal details.
- Screenshots, quotes, presentations (and the communication / promotional materials created from them) may be published via Cedefop's website, publications and/or social media channels.
- Participants will be asked to share their personal data (name, surname, organisation, title, email and/or country) for registration purposes, event management purposes and/or future activities related to the study.
- Participants personal data such as name, surname, organisation, title, and country might be used to develop a participant list which might be shared with other participants (before, during and/or after the workshop).

- Event will be video recorded. The recordings will also be used by PCO (supported by a professional expert), to provide the meeting minutes.
- Consent will be requested for the following further processing:
 - ✓ Inclusion of specific personal data (name, surname, organisation, title, and/or country etc.) in the participant list and sharing it with other participants of the event.
 - ✓ Cedefop to use contact information provided by participants for this event to invite them to other Cedefop events and/or future activities related to the study.
 - ✓ A photograph (screen shot) of the event participants (family photo) might be taken during the event for publicity purposes. Participants who do not wish to appear in videos or photographs will be able not to use their web cameras. An option to upload a photo in Zoom will be offered showing when participant camera is off without containing any other personal details.

Legal basis

The lawfulness of the processing is defined by Article 5(1)(a) of Regulation (EU) 2018/1725 in that it supports dissemination and awareness raising, defined as core tasks of Cedefop in Regulation (EU) 2019/128, and Article 5(1)(d) in that the upload of a photograph by participants, sharing of presentations, screenshots, quotes, sharing of personal data (name, surname, organisation, title, email and/or country, etc.), participants lists included in the participant list with other participants of the event and the provision of contact information by participants of this event to invite them to other Cedefop events is optional and that participants are informed and asked to give consent when necessary.

Potential transfers to third countries

The following data transfers may take place in the framework of the organisation of this event:

1. **Microsoft Ireland Operations Ltd.**, as the provider of Sharepoint (a platform for the storage of Cedefop's documents and records), may transfer personal data to Microsoft Corporation located in the US and acting as a sub-processor. In this case, the categories of personal data that might be transferred are limited to a) identification data, for some limited cases of Multi-factor authentication, b) diagnostic/telemetry (essential services) data, c) aggregated-service generated data and d) connected experience data (only processed but not stored in the US). Any transfers to Microsoft Corporation are covered by the recently adopted EU-US Data Privacy Framework (2023), of which Microsoft Corporation with its 18 entities are active participants.
2. **Zoom Video Communications, Inc.**, as the processor of Zoom, the video-conferencing platform used for this event, operates globally and may transfer personal data outside of the EU/EEA when providing services in the EU. These data transfers are taking place based on an adequacy decision for the country where the data are transferred and stored, or, in the absence of such an adequacy decision, based on the European Commission's Standard Contractual Clauses. In addition, Zoom with its 3 entities complies with the recently established EU-US Data Privacy Framework (2023) as a self-certified US-based company, when transferring and storing data in the US.
3. **Slido**, the online questionnaire tool used for this event, even though based on Slovakia, may transfer personal data to its staff and service providers, as well as to its parent company Cisco Systems, Inc. and Cisco's affiliates acting as sub-processors, for the purpose of providing its services. All these transfers of personal data are taking place based on Standard Contractual Clauses.
4. **Jamboard** platform used for the interaction of the participants during the event, follows Google's Privacy Policy, according to which Google maintains servers around the world and may process personal information on servers located outside the EU/EEAC. These data transfers are based either on the European Commission's adequacy decisions either on Standard Contractual Clauses. In addition, for EU-US data transfers, Google participates in the recently established EU-US Data Privacy Framework (2023) as a self-certified company.
5. **YouTube** platform used for sharing the event's audio and video recordings, follows Google's Privacy Policy, according to which Google maintains servers around the world and may process personal information on servers located outside the EU/EEAC. These data transfers are based either on the European Commission's

adequacy decisions either on Standard Contractual Clauses. In addition, for EU-US data transfers, Google participates in the recently established EU-US Data Privacy Framework (2023) as a self-certified company.

Data processed

Personal data of persons invited to and/or participating in the event includes:

- Data provided by participants and necessary for the organisation of the event, including title, surname, first name, contact details (organisation/company and department/position, country of the organisation, business phone number, e-mail address, speakers short bio.
- Other data processed includes participant chat comments, the audio / video recording of the meeting sessions, speakers' quotes along with their name, surname, function and organisation.
- Screenshots and/or a family photo will be used for communication purposes on Cedefop website and social media channels.
- Participants shall apply appropriate circumspection when disclosing any personally identifiable information or personally sensitive data since this information may be collected and used by other event participants.

Recipients of the processed data

The recipients of your data may be:

- Cedefop staff involved with the organisation of the event as well staff and sub-contractors of the externally contracted PCO, namely ProPager, acting on behalf of Cedefop.
- Microsoft Ireland Operations Ltd, as the provider of Sharepoint (a platform for the storage of Cedefop's documents and records);
- YouTube will be storing the video recording of the event;
- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or any other follow up activity on this event.
- Participants (including speakers): the participant list and presentations will be shared with other attendees (with consent);
- Recipients of the event report may receive the following information included in the event report: name, surname, organisation and/or country of the speakers and their contributions.
- Google that provides Jamboard, the tool for the interaction of the participants.
- Outputs of participants' responses to questions using an online tool Slido maybe disclosed to the wider public (in case of Cedefop publications or posting online).

Retention of data

Personal data collected by Cedefop or by the PCO acting on behalf of Cedefop behalf will be retained only for as long as is necessary to permit effective organisation of the event and its required follow-up.

Video recordings will be downloaded by the PCO after the event and then erased from the Zoom platform, upon Cedefop approval. Full video recording of the event will be stored on Cedefop's Youtube channel (not shared with public). Additionally, a short video with event highlights may be published on Youtube and may be shared with public. Video recordings will be managed following Cedefop's Record Management policy and kept according to the Cedefop Records Classification Plan and Retention Schedule.

- Participant registration personal data is kept in the records bank as long as needed for event follow-up actions. This is estimated in 6 months¹;
- Participants list, event content such as presentations, reports and related documents will be kept in the records bank up to 5 years for auditing purposes²;
- Audio/video recordings of events deleted from online platforms after downloading;
- Audio/video recordings needed for minute writing and/or event dissemination activities will also be kept up to 5 years for auditing purposes.

¹ Cedefop's records management retention schedule

² Cedefop's records management retention schedule

Rights of data subjects

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing. You have the right to withdraw your consent to the processing of your personal data. You also have the right to object to the processing of personal data.

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: qualifications_team@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).