DEPARTMENT FOR RESOURCES

Privacy Statement on the protection of personal data in relation to

Transfer of Cedefop staff data to the European Commission and other EUIBAs

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.

Identity of controller:

The controller is Cedefop and the responsible person is the Head of Department for Resources.

SECABC: European Commission, Cedefop and 29 other EUIBAs (European Union Institutions, Bodies and Agencies), are joint controllers for the SECABC processing. As indicated in Master Data Protection Agreement (DPA).

Identity of processors:

Technical staff (including external service providers) of the European Commission, Cedefop and the 29 other EUIBAs. The European Commission is responsible for the development, operation, and maintenance of the SECABC platform and the other systems. Each EUIBA is responsible for processing (managing, storing etc) the address book data and secure email certificates via the SECABC platform.

Purpose/s of the processing:

- SECABC: exchange of information of the address book and of the secure email certificates between the EUIBAs and the European Commission, allowing the lookup of each other contact information and the exchange of secure, encrypted e-mails. This is established via the “SECABC” (Secure Address Book Communication) platform;

- COMREF: Access provision to Information systems available from the European Commission to the European Agencies such as European Commission Authentication System (ECAS), the Commission Enterprise Directory (CED) and the Common User Directory (CUD).

Several systems exist in the European Commission where Agencies' staff are listed, namely the Commission Enterprise Directory (COMREF), the European Common Authentication System (ECAS – EU-LOGIN), EU TESTA and the Commission User Directory.

Data subjects:

The data subjects are: Cedefop officials, temporary agents, contract agents, Seconded National Experts (SNEs), trainees.
Categories of personal data processed:

The categories of data processed are related to the identification of staff members including:

- Name, e-mail, Job title, Department/Unit, Work phone;
- Credentials (EU-LOGIN);
- Date of birth and gender (COMREF);
- Access rights (group membership and roles) (EU-LOGIN);
- Authenticated account activity (EU-LOGIN),
- Error prevention information (to ensure correct matching of data between authoritative source and the identity repository);
- Account status (EU-LOGIN)

Legal basis / lawfulness:

The legal basis of the COMREF processing operation is the Director’s Decision 8/2013.

Joint controllership for the SECABC under Data Protection agreement signed by the Commission and all EUIBAs (see Master Data Protection Agreement (DPA).

The lawfulness of the processing is defined by Article 5.1 [a] of Regulation (EU) 2018/1725, stating that: “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body”.

Recipients of data:

All staff members of the Commission and the EUIBAs listed have access to the basic address book provided, i.e. Name, E-mail, Job title, Department/Unit, Work phone.

The retention period of the collected personal data:

Data is stored as long as a person is a staff member of the agency.

SECABC: Each participating EUIBA can withdraw its authorisation of other Participating EUIBAs to receive shared data at any time. Upon withdrawal of authorisation, the receiving Participating EUIBA will delete any received data within one month.

Data subject’s rights:

Data subjects have the right to access and rectify (under specific circumstances) their information, and request their erasure.

Queries and concerns regarding the processing of your personal data may also be addressed to Cedefop’s Data Protection Officer at the following email: data-protection-officer@cedefop.europa.eu

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor: http://www.edps.europa.eu

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