



## Privacy Statement

### Processing of personal data in the context of Requests for Cedefop datasets

All personal data collected by 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 this data processing activity is Cedefop. The responsible department is the Department for VET and Skills (DVS).

#### Data processor

Staff in the Department for VET and Skills (DVS).

#### Purpose of processing

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

- Providing access to (or downloading) the requested dataset/s;
- Facilitating dissemination of Cedefop research by making datasets available via the Cedefop web portal;
- 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.

#### Description of 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.

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.

#### Legal basis

- Article 5(1)(a) of Regulation (EU) 2018/1725, in that 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)

#### Potential transfers to third countries

There are no transfers to third countries.

#### 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.).

#### Data processed

- **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.

### **Access to your information and recipients of the processed data**

In addition to processor, Cedefop may provide access to staff and/or external auditing bodies involved in the evaluation, analysis, audit or other follow-up on the dataset requests.

### **Retention of 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).

### **Rights of data subjects**

In case you wish to verify what personal data is stored, have it modified, corrected or deleted, or if you have questions regarding the personal data processed by Cedefop, please use the contact Information below, explicitly specifying your request. If you have given consent to any of the related processing activities, this can be withdrawn at any time, without undermining the lawfulness of processing undertaken until that point.

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](mailto: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>

### **Contact information**

Email: [DATA-PROTECTION-OFFICER@cedefop.europa.eu](mailto:DATA-PROTECTION-OFFICER@cedefop.europa.eu)

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