



**CEDEFOP**  
European Centre  
for the Development  
of Vocational Training



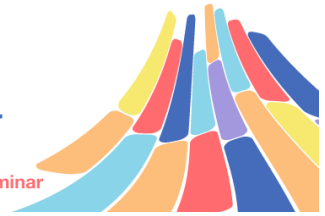
## Learning for an AI workplace?

First insights from  
Cedefop's AI skills survey

16th CEDEFOP BRUSSELS SEMINAR

24 June 2024  
10.00-13.00 CET  
Brussels

#CedefopBrusselsSeminar



## PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about the processing and the protection of your personal data in the context of the organization of the physical event:**

16th Cedefop Brussels Seminar organized in cooperation with the Belgian Presidency of the Council of the EU: *Learning for an AI workplace? First insights from Cedefop's AI skills survey*, 24 June 2024, Brussels

All personal data collected by **the European Centre for the Development of Vocational Training (Cedefop)** and **the Flemish Department of Education and Training** are processed pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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, as well as in accordance with the provisions deriving from Regulation (EU) 2016/679 (General Data Protection Regulation - 'GDPR') of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and in the free movement of such data.

### JOINT DATA CONTROLLERS

The controllers for this data processing activity are:

- Cedefop (Department for Communication and Department for VET and Skills)
- Flemish Department of Education and Training

### DATA PROCESSORS

For Cedefop:

- EUSurvey (European Commission), used for the registration of participants (EU privi.
- ProPager-Eurojeune, the externally contracted Professional Conference Organiser (PCO) and subcontractors organizing the conference on behalf of Cedefop (under specific contract with Cedefop).
- Microsoft Ireland Ltd., as the provider of Microsoft Sharepoint where the processing and storing of personal data collected by Cedefop is taking place.

For the Flemish Department of Education and Training:

- Permanent Representation of Belgium to the EU (access, venue security and lunch offered by the Belgian Presidency).

### PURPOSE OF PROCESSING

To facilitate and ensure the efficient organization and management of the event '**Learning for an AI workplace? First insights from Cedefop's AI skills survey**' (hereinafter referred to as 'Event'), which will take place in-person at the Permanent Representation of Belgium to the EU's premises on the 24<sup>th</sup> June 2024, and to support awareness-raising and promotion of the event as well as its required follow-up.

### DESCRIPTION OF PROCESSING

The organization and management of this event by Cedefop and the Flemish Department of Education and Training involves the compilation of a list of stakeholders for invitation/registration of participants; creation of participant lists and reusing them for the following Cedefop events; awareness-raising and promotion of the event via news, publications, including Cedefop's and/or the Flemish Department of Education and Training website or social media channels such as X, Facebook, LinkedIn and Instagram (Instagram applicable only to the Flemish Department of Education and Training).

Invitations will be sent by Cedefop and by the Flemish Department of Education and Training.

Participants will be invited to register online via a personalized email including a link to register by filling out a form using the EUSurvey application. The processing of personal data by Cedefop and the Flemish Department of Education and Training is, thus, necessary to invite and register participants for the Event. Registered participants

will receive email communications such as a confirmation mail/reminder mail for participation. Participant's personal data may be used for the creation of a participant list which may be shared with other participants (before, during and/or after the Seminar).

The Permanent Representation of Belgium to the EU (Rue Belliard 65, 1000 Brussels) will host the Event in person on its premises and, therefore, needs your data to grant you access to the venue (ID/passport may be asked to be presented for security purposes). The Event will be available to registered participants.

Photos will be taken during the event by a professional photographer and photographs and/or quotes from the meeting can be captured/used for communication/promotion/awareness raising purpose (including press releases, publications, news items and/or postings on websites or social media channels). These materials could be used by Cedefop and/or the Flemish Department of Education and Training in their awareness-raising activities (including press releases, news items and/or postings on websites or social media) provided that consent is obtained.

After the event, staff from Cedefop and/or the Flemish Department of Education and Training working on projects or activities related to the event might contact participants for follow-up activities, such as thank you email, event evaluation and/or other required.

Consent will be requested for the following further processing:

- ✓ Sharing of participants contact details with other registered participants (list of participants). The list will contain first and last name, job title/profession, institution, country, e-mail address.
- ✓ Sharing speakers' photos, short biography, presentations, quotes along with their name, surname, function and organisation via organisers' websites and social media platforms.
- ✓ Capture / use of photographs / group photographs: Participants who do not wish to appear in photographs will be given the opportunity to opt out.
- ✓ Cedefop and/or the Flemish Department of Education and Training to use contact information provided by the participants for this event to invite them to other Cedefop and/or the Flemish Department of Education and Training future events and/or activities with a context similar to the current event without disclosure to third parties.

## **LEGAL BASIS**

The lawfulness of the processing is defined by Article 5(1)(a) of Regulation (EU) 2018/1725 and by Article 6(1)(e) of Regulation (EU) 2016/679 in that the processing is necessary for carrying out a task in the public interest or in the exercise of official authority vested in the joint controllers, as well as, in Article 5(1)(d) of Regulation (EU) 2018/1725 and in Article 6(1)(a) of Regulation (EU) 2016/679 and that participants are informed and asked to give consent when necessary.

## **TRANSFERS OF PERSONAL DATA OUTSIDE THE EU/EEA**

Microsoft Ireland Operations Ltd., as the provider of Sharepoint (a platform for the storage of Cedefop's documents) may transfer personal data to Microsoft Corporation located in the US and acting as a sub-processor. Limited sets of personal data might be transferred for provision of the services and technical support purposes to Microsoft Corporation located in the US and acting as a sub-processor 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.

## **DATA PROCESSED**

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

- Data provided by participants and necessary for the organization of the event, including: title, first name, last name, contact details (organization/ institution, job title/ profession, country of the organization/ institution, email address and profile sector), social media accounts (optional), dietary requirements (optional);
- For access control and security purposes on the premises of the Permanent Representation of Belgium to the EU, persons will be required to provide additional data concerning their identity document type and number;
- Participants list: your first and last name, job title/profession, institution, country, e-mail address will be included in the list of participants that may be made available to other participants, provided that consent has been given.
- For 'active contributors' other data processed will include speakers' photos, short biography, presentations, quotes along with their name, surname, function and organization, provided that consent is given;
- Data to verify attendance (e.g. signature);
- Photographs, screenshots and quotes captured during the event.

## **ACCESS TO YOUR INFORMATION AND RECIPIENTS OF PROCESSED DATA**

The recipients of your data may be:

- Designated staff involved with the organization of the event from Cedefop, the Flemish Department of Education and Training and the Permanent Representation of Belgium to the EU (e.g. event team, communications or ICT staff that will receive presentations and/or presentations for dissemination purposes, facilities,) as well as assigned staff and sub-contractors of the externally contracted PCO (Professional Conference Organiser), acting on Cedefop's behalf on a 'need to know' basis and bound by confidentiality clauses;
- Assigned staff, including security and catering, and other partners and sub-contractors on behalf of Cedefop/Flemish Department of Education and Training on a 'need to know' basis and bound by confidentiality clauses;
- General public may have access to short bios of 'active contributors', presentations, audiovisual material and photographs through Cedefop and the Flemish Department of Education and Training web portals;
- All registered participants and 'active contributors' who will receive participant lists, provided that consent is given;
- EUSurvey platform (offered and maintained by the European Commission), used for the registration of participants. EU Survey platform is a tool managed by the European Commission. In this framework, the Commission EU Survey Team and the platform's infrastructure administrators may process your personal data for the purpose of system support and maintenance ([EU Survey Privacy statement](#)) .
- Microsoft Ireland Operations Ltd. will have access to the personal data stored by Cedefop in its Sharepoint documentation system;
- Cedefop's staff internally responsible for audit activities, as well as staff of external entities providing audit services to Cedefop based on contract may have access to the personal data collected through this event, to the extent necessary for carrying out audit activities.

### RETENTION OF DATA

Personal data collected by Cedefop /the Flemish Department for Education and Training or by the external contractors acting on their behalf is retained only for as long as is necessary to permit effective organization of the event and its required follow-up.

- Participant registration personal data (EU Survey) is kept **1 year** after the event.
- Personal data shared with the Permanent Representation of Belgium to the EU (ID/Passport) for the participants to gain access to its premises is kept **for 1 year**.
- Photos, short biographies, presentations published on website or on social media channels are kept **for 5 years** after the event.
- Participants list, event content such as presentations, reports and related documents will be kept in Cedefop's records bank **up to 5 years** for records management and auditing purposes.

### RIGHTS OF DATA SUBJECTS

As a data subject, you have specific rights towards the processing of your personal data, which are described in Art. 14-25 of Regulation (EU) 2018/1725 and in Art. 13-23 of Regulation (EU) 2016/679 similarly. More specifically, 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 your consent for specific processing activities, you can withdraw it at any time. The withdrawal of your consent will not affect the lawfulness of the processing based on consent before its withdrawal, but it will only have a future effect.

The joint controllers 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 may contact any of the organizing authorities of the particular event, acting as joint controllers by sending an email to:

[Cedefop-ConferenceService@cedefop.europa.eu](mailto:Cedefop-ConferenceService@cedefop.europa.eu) (for Cedefop) or [eu2024.education@vlaanderen.be](mailto:eu2024.education@vlaanderen.be) (for the Flemish Department of Education and Training)

If you consider your data protection rights have been breached, you can always lodge a complaint with the Data Protection Officer by sending an email to:

[data-protection-officer@cedefop.europa.eu](mailto:data-protection-officer@cedefop.europa.eu) (for Cedefop) or [Dpo.dov@vlaanderen.be](mailto:Dpo.dov@vlaanderen.be) (for the Flemish Department of Education and Training)

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor ([https://edps.europa.eu/\\_en](https://edps.europa.eu/_en)) or the [Belgian Data Protection Authority](#) .

**UPDATED:** 24 May 2024