



## Specific Privacy Statement

### Processing of personal data in the context of the call for papers for the 2021 joint Cedefop / OECD symposium “Apprenticeships for greener economies and societies”, 21-22 October 2021

Cedefop processes personal data 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.

The OECD processes personal data in accordance with its Personal Data Protection Rules. <https://www.oecd.org/general/data-protection.htm>.

#### 1. Joint controllers

Cedefop and the OECD

#### 2. Data processors

The following data processors are involved in this processing activity: a) Cedefop and b) the OECD.

#### 3. Purpose of processing

Enable Cedefop and the OECD to receive quality abstracts and papers for the organization of the joint symposium “Apprenticeships for greener economies and societies”, 21-22 October 2021 and the joint publication as foreseen in their institutional or departmental planning.

#### 4. Legal basis

The lawfulness of the processing by Cedefop is defined by Article 5 (a) of Regulation (EU) 2018/1725 in that it supports core tasks of Cedefop in Regulation (EU) 2019/128, and Article 5 (d), in that participants are informed and asked to give consent if when further processing is necessary. The processing of personal data by the OECD is authorised under Article 4 of the OECD Decision for the delivery of the Organisation’s mission and programme of work.

#### 5. Description of processing

Both Cedefop and the OECD will process data to:

- (a) identify and reach potential authors via publicly available emails on the basis of relevant publications or other work in the fields of the call;
- (b) receive and process abstract submission forms to select those abstracts that will be presented in the symposium and/or included in the subsequent publication;
- (c) reach authors whose abstracts were selected, receive and process full papers from them;
- (d) include authors contact details in Cedefop and OECD contact databases, upon consent (see 6.d below).

#### 6. Data processed

Personal data of persons invited to and/or participating to the call for papers and subsequent steps (review, selection) include:

- (a) contact details needed to communicate with authors: surname, first name, contact details (organisation/company and department, position, postal address, country of residence, business phone number, mobile telephone number, e-mail address, internet address), nationality;
- (b) data required to assess and select the submitted abstracts: abstract text, relevant current or past professional experience, education, short bio, list of publications;
- (c) for the processing of full papers: full paper (including text, graphs, figures, tables, references) and short bio;
- (d) provided that consent has been given, contact data of authors (as per 6.a. above) will be included (if not already included) in Cedefop and OECD contacts database where it will be processed solely for Cedefop and OECD communication purposes without disclosure to third parties.

## 7. Access to your information and recipients of the processed data

- (a) Cedefop and OECD staff in the relevant departments to contact possible authors, receive abstracts, assess and select abstracts, contact authors to provide guidelines and comments for full papers, receive, edit and review the papers; and
- (b) Cedefop and OECD staff in the relevant departments to include authors details on Cedefop and OECD contacts database (upon consent, as per 6.d above).

## 8. Retention of data

Personal data collected by Cedefop and the OECD will be retained only for as long as is necessary to permit effective management of the abstract selection and final publication process. Participants list and all project-related documentation will be kept according to Cedefop's Classification and Retention schedule. A selection of documents concerning key events may be preserved for historical archiving following, where appropriate, the exclusion or anonymisation of any personal data they might contain.

Contact details included in Cedefop and OECD contacts database will be stored until consent is withdrawn, or in response to periodic exercises conducted by Cedefop and the OECD in which data subjects are invited to confirm the validity of their contact data.

## 9. Rights of data subjects

In case you wish to verify which personal data is stored, have it modified, corrected or deleted, or if you have questions regarding the personal data processed by Cedefop and the OECD in the context of this processing, please send a detailed description of your request to:

Cedefop's apprenticeship team: [apprenticeship-team@cedefop.europa.eu](mailto:apprenticeship-team@cedefop.europa.eu)

OECD teams contact details: [Marieke.Vandeweyer@oecd.org](mailto:Marieke.Vandeweyer@oecd.org)

Queries and concerns regarding the processing of your personal data may also be addressed to Cedefop's and/or OECD's Data Protection Officer (see contact details below).

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

## 10. DPO contact information

Cedefop data protection officer: [data-protection@cedefop.europa.eu](mailto:data-protection@cedefop.europa.eu)

OECD data protection officer: [dpo@oecd.org](mailto:dpo@oecd.org)

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