



Privacy Statement

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

Advisory group meeting: Citizenship education in IVET

18 September 2025

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 and the related project.

Description of processing

The organisation and management of the virtual event involves invitation of participants; creation of participant lists and reusing them for the following Cedefop advisory groups on the subject; use of teleconferencing application (Teams); use of participatory platforms such as Slido and Miro; 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 will be invited for the event with a personalised email as well as an Outlook invitation with a customised link to access the event (both sent to them by Cedefop).
- Management of contact data and creation of participants list.
- The virtual event will take place using the Teams video conferencing system. Regarding the processing of personal data by Microsoft Teams, please consult [Cedefop's privacy statement on Voice-video calling and instant messaging using MS Teams](#).
- [Slido](#) and [Miro](#) may be used to enhance participant interaction during the event.
- Screenshots, quotes (and the communication / promotional materials created from them) may be published via Cedefop's website, publications and/or social media channels.
- 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.
 - ✓ Cedefop to use contact information provided by participants for this event to invite them to the forthcoming advisory group meetings on the subject.

- ✓ 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.

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.), including participants details in a participant list which is shared 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) and of Microsoft Teams (the videoconferencing platform used in this event), 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. **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.
3. **Miro** platform used for the interaction of the participants during the event, follows RealtimeBoard, Inc. dba Miro, including its affiliates and subsidiaries, Privacy Policy, according to which the company 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 or on Standard Contractual Clauses. In addition, for EU-US data transfers, the company 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 (e.g. organisation/company, position, e-mail address).
- Teams – customer content (including meeting recordings, files, chat logs, and transcripts, and any other information uploaded while using the Services).
- Participant comments made in the chat room.
- Speakers' quotes along with their name, surname, function and organisation.
- Screenshots and quotes captured during the event.
- Participants list: title, surname, first name, position, organisation/company.

Recipients of the processed data

The recipients of your data may be:

- Cedefop staff involved with the organisation of the event.
- Microsoft Ireland Operations Ltd, as the provider of Sharepoint (a platform for the storage of Cedefop's documents and records) and of Microsoft Teams;

- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or any other follow up activity on this event.
- Participants (including speakers): presentations will be shared with other attendees (with consent).
- Outputs of participants' responses to questions using an online tool Slido and/or Miro maybe disclosed to the wider public (in case of Cedefop publications or posting online).

Retention of data

Personal data collected by Cedefop will be retained only for as long as is necessary (provisionally until November 2027) to permit effective organisation of the event and its required follow-up.

- 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;
- By default, MS Teams chat messages are kept for one year and then deleted automatically.
- Metadata related to MS Teams calls and chats is kept for 30 days and then deleted automatically.
- If any of this MS Teams content qualifies as a record it should be saved in Cedefop's Records Bank and relevant retention policies applied.

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: keycomp@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).

¹ Cedefop's records management retention schedule

² Cedefop's records management retention schedule