



Privacy Statement

Processing of personal data in the context of Cedefop's Call for Papers

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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter – Regulation 2018/1725).

Data controller

The controller for this data processing activity is Cedefop, and the responsible department is the Department for VET and skills.

Purpose of processing

To enable Cedefop to receive quality abstracts and publish papers related to the Agency's work and particularly that of the Department for Vocational and Educational Training (VET) and skills.

Description of processing

Interested authors are invited to submit their abstract by filling out a form using the EUSurvey platform. Authors of selected abstracts will be invited to submit a full paper.

Cedefop will process data to:

- receive and review abstracts and selected full papers;
- produce a Cedefop working paper including accepted papers;
- invite authors in a Cedefop event.

Legal basis

The legal basis of the procedure is the lawfulness of the processing as defined by Article 5(1)(a) of Regulation (EU) 2018/1725 in that the processing of personal data supports the dissemination and awareness raising on matters related to the development of vocational education, training and skills, defined as core tasks of Cedefop in Regulation (EU) 2019/128, and particularly as set forth in the Single Programming Document. Personal data are also processed on the legal basis of Article 5(1)(d) of Regulation (EU) 2018/1725, in that participants are informed and asked to give consent when further processing is necessary, including for communication purposes.

Transfers of personal data to third countries or international organisations

Microsoft Ireland Operations Ltd., as the provider of Cedefop's SharePoint, processes and stores most of the data, including all content data and all customer data at rest, in the EU/EEA (geolocation of Cedefop as the tenant). 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 adequacy decision of the EU-US Data Privacy Framework (2023), of which Microsoft Corporation is an active participant.

Data processed and recipients of data

- Cedefop staff involved in the call for abstracts will have access to the personal data (title, name, surname, job title/ profession, affiliation, email, co-authors details and contacts) of persons invited to and/ or participating to the call, in order to provide guidelines and comments, as well as for the review, selection and publication of their abstracts;
- EUSurvey platform, used by external experts to participate in the call for abstracts, is a tool managed by the European Commission. In this framework, the Commission EUSurvey Team and the platform's infrastructure administrators may process personal data for the purpose of system support and maintenance;
- Provided that consent has been given, contact data of authors will be included (if not already included) in Cedefop contacts database where it will be processed solely for Cedefop communication purposes without disclosure to third parties;
- Microsoft Ireland Operations Ltd., as the provider of Cedefop's Sharepoint, the internal tool for storing documents, will have access to the personal data stored therein;
- Cedefop's staff internally responsible for audit activities, as well as staff of external entities providing audit services to Cedefop 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 will be retained for five years for the selected papers, and for non-selected abstracts only for as long as it is necessary to permit effective management of the selection.

Submitted abstracts and papers transferred to Cedefop SharePoint for storage are deleted manually, as soon as the selection phase has been completed or at the latest after 6 months by its completion.

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

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 also have the right to object to processing of personal data. 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.

To exercise the mentioned rights, you may contact the controller by sending an email to: info@cedefop.europa.eu

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.

If you consider your data protection rights have been breached, you may always lodge a complaint with the Cedefop's Data Protection Officer (data.protection-officer@cedefop.europa.eu) or with the European Data Protection Supervisor (edps@edps.europa.eu).

UPDATED: 04/02/2026