Specific Privacy Statement

Processing of personal data in the context of the event:
2021 joint Cedefop and OECD symposium: Apprenticeship for greener economies and societies – Virtual event
(co-organised by Cedefop and the OECD, 21 and 22 October 2021)

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. The OECD processes personal data in accordance with the Decision of the Secretary-General on the Protection of Individuals with Regard to the Processing of their Personal Data (“OECD Decision”).

1. Joint data controllers
The controllers for this data processing activity are Cedefop and OECD.

2. Data processors
The following data processors are involved in this processing activity: a) Cedefop, b) the OECD and c) Zoom video conferencing platform that is used for the online organisation of the event.

3. Purpose of processing
To facilitate and ensure the efficient organisation and management of the event and to support promotion of its outputs.

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
(a) pre-registration of people interested to attend, selection among pre-registered and registration of individuals as participants;
(b) registration of individuals invited by the organisers to act as ‘active contributors’ (i.e. speakers, moderators, panelists);
(c) management of pre-registered and registered individuals’ contact data (both participants and ‘active contributors’);
(d) communication with pre-registered and registered individuals, e.g. to reject or approve pre-registration, to disseminate event instructions, to share event material before or after the event;
(e) selected pre-registered individuals and ‘active contributors’ will receive confirmation of registration and will be invited to register online for the event via an email sent to them by the organisers.
(f) participants will later be sent a link to the event by the organisers.
(g) teleconferencing via Zoom application;
(h) audio and video recording of ‘active contributors’ and participants;
(i) group photograph / screen capture;
(j) creation and distribution of presence lists among participants and ‘active contributors’, including name, organisation, country and email addresses of participants;
(k) (provided that consent has been given) sharing material related to ‘active contributors’ before, during or after the event, including short biographies, photos, paper summaries, presentations, audiovisual material such as recorded clips or images of their presentations or mini interviews;
(l) promotion of the event via news and publications, including on website or social media channels;
(m) sharing the event outputs including via a dedicated joint Cedefop/OECD publication;
(n) (provided that consent has been given) including contact data of participants and ‘active contributors’ (if not already included) in Cedefop/OECD’s contacts database where it will be processed solely for...
Cedefop/OECD’s communication purposes without disclosure to third parties.

Participants who do not wish to have their image video or voice captured or recorded should ensure their cameras and/or microphones are turned off. They should also refrain from typing comments in the chat room, if they do not want their comments to be recorded.

Participants shall apply appropriate circumspection when disclosing any personally identifiable information or personally sensitive data since this information may be collected and used by other event participants.

Regarding the processing of personal data by Zoom, please consult their Privacy Policy.

Transfers to third countries: Please note that, as of 16 July 2020, the Court of Justice of the European Union ("CJEU") has invalidated the EU-US Privacy Shield Framework that Zoom complies with for international transfers.

6. Data processed

Personal data of persons pre-registered or registered to the event may include:

(a) contact details needed to communicate with participants and ‘active contributors’: title, surname, first name, nationality, contact details (e.g., organisation/company and department, position, postal address, country of residence, e-mail address, business and/or personal mobile number);

(b) For ‘active contributors’, the following data may additionally be collected: short biographies, photos, paper summaries, presentations, audiovisual material such as recorded clips or images of their presentations or mini interviews;

(c) Participant list: name, organisation, country and email addresses will be included in the list of participants that will be made available to other participants and ‘active contributors’.

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

(a) Cedefop and the OECD staff involved with the organisation of the event;
(b) Assigned staff including sub-contractors;
(c) Participants and ‘active contributors’ will receive the participant list;
(d) Short bios, presentations and selected audiovisual material may be disclosed to the wider public.

8. Retention of data

Personal data collected by Cedefop and/or OECD will be retained only for as long as is necessary to permit effective organisation of the event and its required follow-up. 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/OECD’s contacts database will be stored until consent is withdrawn, or in response to periodic exercises conducted by Cedefop/OECD in which data subjects are invited to confirm the validity of their contact data.

Video recordings will be downloaded by Cedefop or the OECD after the event and then erased from the Zoom platform, upon Cedefop’s approval. Cedefop and the OECD will keep selected portions of the session recordings as long as needed by the project.

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 a specific event, please contact the Cedefop support team using 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 and/or OECD’S Data Protection Officer (please 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 or the OECD Data Protection Commissioner: DPC@oecd.org.

10. Contact information

Cedefop data protection officer: data-protection@cedefop.europa.eu
OECD data protection officer: dpo@oecd.org

UPDATED: 3 August 2021