



## Privacy statement

### Processing of personal data in the context of the organisation of a Cedefop event with the Czech Presidency of the Council of the EU

#### Beyond subsidising training costs – How policy instruments support micro, small and medium-sized enterprises to increase their training provision

#### Virtual event 15 December 2022

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.

#### Data controller

The controller for this data processing activity is Cedefop.

#### Data processors

The following data processors are involved in this processing activity: (a) professional conference organiser (PCO) organising the conference on behalf of Cedefop (under specific contract with Cedefop); (b) Zoom video conferencing platform used for the online organisation of the event.

Regarding the processing of personal data by Zoom, please consult their [Privacy policy](#).

#### Purpose of processing

To facilitate and ensure the efficient organisation and management of the virtual event and to support required follow-up.

#### 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 data subject has given consent to the processing of his or her personal data for one or more specific purposes.

#### Description of processing

The organisation and management of the virtual event involves: invitation/registration of participants; use of teleconferencing application (Zoom); event follow-up activities (including evaluation of event and/or follow-up by Cedefop staff working in projects or activities related to the event); and awareness-raising and promotion of the event via news and publications, including on the Cedefop's and the Czech PermRep websites and/or social media channels.

Participants and speakers will be invited to register online for the event via an email sent to them by Cedefop or the PCO.

At a later stage, Cedefop/PCO will send registered participants a link to join the event. The event will be hosted on the Zoom platform. Participants will be given the option to upload a photo that will show on Zoom when their camera is off.

The meeting will be recorded and recordings, screen captures and/or quotes from the meeting will be used by the processor (supported by a professional expert) to draft the meeting minutes. These materials could also be

used by the Cedefop Department for Communication and/or the Czech PermRep in their awareness-raising activities (including press releases, news items and/or postings on social media).

After the event, Cedefop staff working in projects or activities related to the event might contact participants for follow-up activities, such as event evaluation and/or other required follow-up.

#### 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 (organisation/company and title/position, country of the organisation, email address);
- other data processed could include participant comments made in the chat room and the audio/video recordings of the meeting sessions, speakers' quotes along with their name, surname, function and organisation;
- screenshots from the event will be used for communication purposes on Cedefop's website and social media channels;
- participants will be given the option to upload a photo that will show on Zoom when their camera is off.

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

- Cedefop staff involved in the organisation of the event, as well as contractors including the externally contracted PCO (professional conference organiser) acting on behalf of Cedefop.
- Designated Czech PermRep staff on a need-to-know basis will have access to content such as list of participants, meeting recordings, quotes, screen captures, etc. for awareness-raising activities (including press releases, news items and/or postings on the PermRep websites and/or social media channels).
- Zoom (the videoconferencing platform which will be used for this virtual meeting).
- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or other required follow-up of this event.
- Contact details of participants could also be added to Cedefop's contacts database (with consent).

#### Retention of data

Personal data collected by Cedefop or by the PCO acting on behalf of Cedefop will be retained only for as long as is necessary to allow effective organisation of the event and its required follow-up.

Video recordings will be downloaded by the PCO after the event and then erased from the Zoom platform, upon Cedefop's approval.

#### Rights of data subjects

If you wish to verify which personal data are stored, have them modified, corrected or deleted, or if you have questions regarding the personal data processed by Cedefop or the PCO external contractor in the context of this event, please contact Cedefop's Data Protection Officer (DPO) using the contact information below, explicitly detailing 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 Data Protection Officer at the following email: [data-protection@cedefop.europa.eu](mailto:data-protection@cedefop.europa.eu)

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

#### Contact information

Email: DATA-PROTECTION-OFFICER@cedefop.europa.eu

Phone: (+30) 2310 490170

**UPDATED:** 28 October 2022