



Privacy Statement on the protection of personal data in relation to

Department for VET and Skills (DVS) Stakeholder Database

All personal data 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).

1. The controller regarding the processing of your personal data

The Controller is Cedefop and the responsible department is the Department for VET and Skills (DVS).

2. Purpose of processing your personal data

The purpose of this processing operation is to register new stakeholders in the department's database.

This database allows the Controller to communicate with contacts active in the fields of vocational education and training (VET), skills, and qualifications, and to manage email campaigns about activities organised by DVS and Cedefop, in support of their work, in line with the Agency's Communications Strategy.

3. How do we collect your personal data?

The personal data of data subjects are collected either from publicly available sources, (e.g. University research centres and similar institutional sources), or from the previous participation of data subjects in events held by the DVS department. In both cases, data subjects receive an email, which allows them to opt-in or opt-out to future communications related to the work of DVS and Cedefop.

If data subjects wish to opt-in, they can specify their interest in the EU Survey¹, by selecting the areas of activities that they wish to be contacted for. The submission of the EU Survey is considered and handled as the consent of data subjects to receive such communications, in line with the requirements of the EUDPR.

4. Personal data collected and processed

¹ [EU Survey privacy statement](#)

The DVS database functions as a centralized directory of individuals' contact information, where the following persona data is collected:

Personal Information (Mr/Ms, Name, Surname); Email; Country; Institution/organisation name and Department; Position; Type of stakeholder; Researchers/Experts; Type of network.

5. Legal basis for the processing of your personal data

The lawfulness of the processing is defined by Article 5(1)(a), in that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority vested in the Union institution or body, and particularly, as set forth in Article 2 of the Regulation (EU) 2019/1282, since this processing operation is relevant to the functioning of the institution/agency.

Additionally, the lawfulness of the processing is defined by Article 5(1)(d) of the Regulation (EU) 2018/1725. In particular, individuals must register via the EU Survey and provide their informed consent to be included in the DVS database and to be contacted in relation to one or more of the activity types provided therein.

6. Who has access to your personal data and to whom they are disclosed

Access to your personal data is provided to Cedefop staff responsible for carrying out this processing operation and to other authorised Cedefop staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Cedefop’s staff internally responsible for audit and review activities, as well as staff of contractors providing audit and review services to Cedefop, may access the personal data collected through this processing operation to the extent necessary for carrying out their duties.

7. How long your personal data is kept

Personal data will be retained for as long as the data subject wishes to remain active in the DVS database of stakeholders, and up to a maximum of 10 years starting from the day that the personal data are included in the database, in accordance with Cedefop's Retention List.

The database is regularly monitored by the responsible Information Manager, who removes records associated with invalid email addresses (e.g. bounced emails, expired domains, change of), or and information about data subjects that have withdrawn their consent.

² [Regulation \(EU\) 2019/128](#) of the European Parliament and of the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training (Cedefop) and repealing Council Regulation (EEC) No 337/75, OJ L 30, 31.1.2019, p. 90–105

8. Transfers of your personal data to countries outside the EU/EEA

N/A

9. Your rights and how to exercise them

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 the processing of your 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.

Finally, you have the right to data portability.

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.

For further inquiries, you may refer to Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu). Finally, if you consider your data protection rights have been breached, you may lodge a complaint with the European Data Protection Supervisor as the supervisory authority using a dedicated complaint form: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en (see further contact information at https://edps.europa.eu/about-edps/contact_en).

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