



Privacy Statement

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

Embedding entrepreneurship competence in vocational education and training (VET) in Europe

28 September 2023

Online conference

All personal data collected by the European Centre for the Development of Vocational Training (Cedefop) or ProPager/EuroJeune, the externally contracted professional conference organiser (PCO) acting on behalf of 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 its Department for VET and qualifications.

Data processors

The following data processors are involved in this processing activity: a) ProPager/EuroJeune (PCO) and subcontractors organising the conference on behalf of Cedefop (under specific contract with Cedefop); b) Zoom Meetings conferencing platform that is used for the online organisation of the event; c) EU Survey as the platform used to create and manage the list of potential participants and d) Jotform online form creator (sub-processor of ProPager-Eurojeune) used for the creation of the registration form.

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.

Description of processing

The organisation and management of the virtual event involves invitation/registration of participants; creation/sharing of participant lists and reusing them for the following Cedefop events; use of teleconferencing application (Zoom); event recording; use of YouTube platform (Cedefop's channel) for publishing of a short video extract of the event; awareness-raising and promotion of the event via news and publications, including Cedefop's website or social media channels.

- Participants and speakers will be invited to register online for the event with a personalised email sent to them by PCO including a link to register.
- Registration to the event will be done using an online form created with Jotform.
- The event will be hosted using the Zoom platform and during the event several other tools (e.g. slido) might be used to assist the process being more interactive.
- Participants will be given the option to upload to Zoom a photo that will show when their camera is off without containing any other personal details.
- Participants will be asked to share their personal data (name, surname, organisation, title, and/or email etc.), which will be included in the participant list which may be shared with other participants (before, during and/or after the conference).

- Consent will be requested for the following further processing:
 - Inclusion of specific personal data (name, surname, organisation, title, email and/or country etc.) in the participant list and sharing it with other participants of the event.
 - Cedefop to use contact information provided by participants for this event to invite them to other Cedefop events.
- A photograph (screen shot) of the event participants (family photo) will 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.

Event will be video recorded. The recordings will also be used by PCO (supported by a professional expert), to provide the meeting minutes. Cedefop may also share the video recording with Cedefop's external contractor, Fondazione Giacomo Brodolini s.r.l SB – FGB s.r.l SB in the context of the project "Entrepreneurship competence in vocational education and training" Framework Contract for Service NO 2021-0089/AO/DSI/DKULSS/ENTREPRENEURSHIP-COMPETENCE-VET/001/21.

- Regarding the processing of personal data by Zoom, please consult the [Zoom Privacy Statement](#).
- Regarding the processing of personal data by YouTube, please consult the YouTube [Privacy statement](#).
- Regarding the processing of personal data by Jotform, please consult the [Jotform Privacy Policy](#).

Legal basis

The lawfulness of the processing is defined by Article 5 (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(d) in that the upload of a photograph by participants is optional.

Potential transfers to third countries

Please note that Zoom might be transferring your personal data outside of the EU/EEA. As of 16 July 2020, the Court of Justice of the European Union ("CJEU") has invalidated the EU-US Privacy Shield Framework which was the primary data transfer agreement between the EU and United States.

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 department/position, country of the organisation, business phone number, e-mail address, speakers short bio).
- In addition to the above, participants may be given the opportunity to indicate other individual contacts e.g. their social media accounts, also participants can upload a photo that will show when their camera is off.
- Other data processed includes participant chat comments, the audio / video recording of the meeting sessions, speakers' quotes along with their name, surname, function and organisation.
- Screenshots and/or family photo from the event and/or a family photo will be used for communication purposes on Cedefop website and social media channels.
- 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.

Access to your information and recipients of the processed data

The recipients of your data may be:

- Cedefop staff involved with the organisation of the event as well staff and sub-contractors of the externally contracted PCO, acting on behalf of Cedefop.
- YouTube will be storing the video recording of the event;
- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or any other follow up activity on this event.
- Participants (including speakers): the participant list and presentations will be shared with other attendees;

- Event materials (including minutes, recordings and reports) will be shared with Cedefop's external contractor, Fondazione Giacomo Brodolini s.r.l SB – FGB s.r.l SB in the context of the project “Entrepreneurship competence in vocational education and training” Framework Contract for Service NO 2021-0089/AO/DSI/DKULSS/ENTREPRENEURSHIP-COMPETENCE-VET/001/21.
- Recipients of the event report: the participant list (without email address) may be included in the report of the event. Speaker names, organisations, country as well as the event recording and selected photographs/screenshots may be disclosed to the wider public (in case of publication or posting online)???

Retention of data

Personal data collected by Cedefop or by the PCO acting on behalf of Cedefop behalf will be retained only for as long as is necessary to permit 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 approval. Full video recording of the event will be stored on Cedefop's Youtube channel (not shared with public). Additionally, a short video with event highlights will be published on Youtube and may be shared with public. Video recordings will be managed following Cedefop's Record Management policy and kept according to the Cedefop Records Classification Plan and Retention Schedule.

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 or the PCO external contractor in the context of this 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 Data Protection Officer at the following email: data-protection@cedefop.europa.eu

Data subjects are also entitled to have 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