



DEPARTMENT FOR VET AND SKILLS (DVS)

Privacy Statement on the protection of personal data in relation to

Expert Networks

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.

Identity of controller:

The controller is Cedefop and the responsible person is the Head of Department, Department for VET and Skills DVS (combines former DLE and DSL).

Purpose of processing:

To properly manage Cedefop DVS' expert networks and to enable the analysis, promotion, dissemination and increase awareness about their role and work.

Description of the processing:

- **Invitation to participate in the network:** some networks issue a Call for Expressions of Interest. Other networks, invite potential / suitable experts by contacting them individually.
- **Enrolment / registration:** in some cases, experts (e.g. responding to a call for expressions of interest) request to be a member by filling out a request form. Some networks do not have a formal registration procedure.
- **Selection of members:** Cedefop selects experts from the candidates. Network members are usually responsible for a country and one or several topics. Some networks experts have a specific time mandate (e.g. 4 years), while others are open-ended. Cedefop staff responsible for the management of the network could revoke membership (e.g. due to inactivity). Experts can also decide when they want to end their participation in the network. Cedefop can retain a pool of suitable experts, from which it can identify replacements.
- **Management of network:** includes the management of contact details and the mailing list. Each network is managed by the corresponding Cedefop project team.
- **Storage of data:** data is stored electronically in Cedefop's document management system (currently Livelink).
- **Communication with experts in network:** Cedefop staff responsible for the management of the network process personal data to communicate and collaborate with the experts in the network. For example, consultations, to invitations to participate in events, workshops, surveys, focus groups, future calls for expression of interest, and/or to collaborate in project outputs such as validation exercises, databases, reports, publications, etc.
- **Publication in the web portal** (with consent): The list of experts of each network (including name, affiliation, contact details) is normally published in the Cedefop web portal.

- **Inclusion of personal data in Cedefop's contact database / mailing lists** (with consent): experts can always sign up themselves on the Cedefop web portal as well.

Data Subjects:

- Expert network members with expertise in the subjects and/or countries covered by Cedefop projects.
- Suitable experts who have applied for membership in a network but have not been selected yet.

Data processed:

- Contact details: title, first, last name, address, phone, e-mail, nationality, photograph, password etc.
- Affiliation details: self-employed, employer, position /function, department
- Registration / account data (in some cases): username, password, date and signature of application submission, etc.
- Expertise: motivation, experience in the field/s, CV, language skills, EN level, key publications, comments, etc.
- Financial information (only requested when necessary for event-related travel reimbursements)

Legal basis / lawfulness:

- The legal basis of the processing is: Article 5(a) of Regulation (EU) 2018/1725¹, i.e. the processing is necessary for the performance of a task carried out in the public interest
- Article 5(d) of Regulation (EU) 2018/1725, i.e. in that network members are informed and asked to give consent where necessary
- Article 2 of Regulation (EU) 2019/128² i.e. tasks performed by Cedefop

Recipients of data:

- Network members;
- Cedefop staff working on projects a network contributes to;
- Cedefop staff (Internal Control, Performance Measurement, etc.) or external bodies (EC Internal Audit Service, court of Auditors, etc.) involved in the evaluation, audit or other necessary follow up on a network or its related activities;
- Professional Conference Organizer PCO contractor (in case of organization of events);
- Department of Communications (DCM) colleagues and contractors who publish lists of experts in the Cedefop web portal (with consent);
- Cedefop DCM staff responsible for managing mailing lists in CRM system (with consent);

¹ 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

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

- Cedefop DCM staff responsible for managing publications as well as the safeguarding of documents and records.
- Cedefop DRS Finance staff responsible for managing reimbursements (e.g. for travel) if necessary.
- The general public which has access to the lists of experts published on Cedefop web portal.

The retention period of the collected personal data:

The data is generally kept for as long as the expert network is operative and/or for as long as the expert is a member of it. In some instances, Cedefop keeps a pool of suitable experts, in case a network member needs to be replaced. Personal data of experts in this pool could also be kept for as long as the expert network is operative.

Data subject's rights:

Data subjects have the right to access and rectify (under specific circumstances) their information, and request their erasure.

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-officer@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>

UPDATED: 25 November 2021