



## **Privacy Statement for online, hybrid and onsite meetings and events organised by Cedefop**

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 ('Regulation 2018/1725').

### **1. Who is the controller regarding the processing of your personal data?**

The controller is Cedefop (European Centre for the Development of Vocational Training).

### **2. What is the purpose of processing your personal data?**

The purpose of the data processing is to coordinate and ensure the efficient organisation and management of the event/meeting and to carry out follow-up actions, which may involve various activities (before, during and after the meeting/event), such as:

- Registering participants to a meeting/event and compiling attendance lists to provide access to the event premises or a virtual interface
- Managing contact and mailing lists for invitations and disseminating information among participants and the public
- Handling participation requests and gathering anonymous feedback from participants during events such as questions, polls, quiz
- Enhancing cooperation and networking through exchange fora, often web-based
- Supporting awareness-raising and follow-up activities to promote the meeting/event and Cedefop's activities to relevant stakeholders and the public
- Publishing and communicating event information on Cedefop's intranet and/or website
- Facilitating multimedia coverage of the event, including photo and/or video capture, web-streaming and audio or video recording
- Carrying out anonymous meeting evaluation and reporting

### 3. What personal data is collected and processed?

Personal data will be collected, used and kept only to the extent necessary for the above-mentioned purposes. The following personal data may be processed:

- Information necessary for your registration: identification and contact data, including title, last name, first name, contact details (phone number and email address), organisation/company, department, position, country of the organisation/company, and credentials and user data for EUSurvey access via EU Login - please also see [EUSurvey privacy statement](#). If an alternative registration platform is used, it may have access to similar categories of personal data.
- For events taking place outside Cedefop's premises and depending on the event, information needed to access event venue: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card); car plate (if parking is needed).
- Individual requirements (if any pertaining to diet or mobility). This information will be processed only to ensure that these requirements are taken into account and will not be used or stored beyond that single event.
- Depending on the event, information on accommodation or travel schedules may be collected to facilitate the event organisation.
- Indication of whether attendance at the meeting/event will be remote/online or in-person.
- Personal data in meeting agendas, transcripts, notes, minutes, reports, presentations.
- The contributors (speakers/facilitators/moderators) delivering presentations and sharing their expertise and insights with the audience on topics relevant to the meeting or event might need to provide a short bio and a photo after their consent.
- For contributors (speakers/facilitators/moderators) and participants attending the meeting/event in person, photographs and/or audio-video might be taken during the meeting/event. However, explicit prior consent is required by the contributors and the participants before publishing a photograph/video or audio recording.
- Online and hybrid meetings/events may be hosted using video-conference tools, which may process content data (meeting and conversation chats, voicemail, shared files, recordings and transcriptions), profile data (email address, profile picture, phone number), call history, call quality data, support/feedback data, diagnostic and service data.
- Audio, video and chat content may be recorded using the functionality of the platform. Screenshots and quotes may also be taken during the event. Consent will always be obtained beforehand. If the event is recorded, participants will be notified no later than the time of registration.
- If you do not wish to have your image, video or voice captured or recorded, you should ensure your camera is turned off and/or microphone is muted. You should also refrain from typing comments in the meeting chat, if you do not want your comments to be recorded. Audio and video recordings of a meeting/event may be made available online after the event to participants through the YouTube platform, applying the functionality for unlisted videos. YouTube will have

access to the content data such as image, video, audio, chat conversations. Please refer to [Youtube's privacy statement](#) for the full set of personal data processed. If different social media platforms are used, they will have access to similar categories of personal data.

- During the meeting/event, participants may be invited to complete online questionnaires to share their thoughts and feedback. The platform used may process your content data (answers you provide to the questions), some user technical data (e.g., device data, log data, location information, IP address) and cookie information. In certain meetings/events, anonymous feedback collection may occur. When this is the case, you will be explicitly informed during the event that your online questionnaire responses will be collected anonymously, ensuring the confidentiality of your feedback. Note that feedback on the meeting/event may be solicited after the event, and this feedback may include personal information that could potentially identify you. Please be aware of this and respond accordingly.
- Cedefop's security contractor or assigned staff will have access to a list of in-person participants, which includes the following information: first name, last name, contact details and organisation. Please also see [Cedefop's privacy statement on access control](#).
- Financial information may be collected, when necessary, for the payment of expenses of the meeting/event or for possible reimbursements. Please refer to [Cedefop's privacy statement on reimbursement of expenses](#).

*Note: Cedefop is not responsible for recordings (such as photographs or videos) taken, shared, published by participants, including journalists and other members of the press not contracted by Cedefop.*

#### **4. Who will access your personal data?**

The following (categories of) recipients may have access to your personal data:

- Designated Cedefop's staff members responsible for the organisation, management and follow-up of the meeting/event and other staff members based on the 'need to know' principle. Such staff abide by statutory, and when required, additional confidentiality agreements.
- Depending on the event, assigned staff of other EU institutions, bodies, offices and agencies and other entities, if required, when the meeting/event is organised jointly with another entity at the premises outside Cedefop.
- External experts and contractors (e.g. security staff) involved in organising the meeting/event who are bound by specific data protection contractual clauses and by confidentiality obligations.
- Other meeting participants will have access to screenshots, presentations and participants' list shared with them after the meeting/event.
- General public, when the meeting/event is reflected via a publication on Cedefop's website, social media platforms, internet, as news coverage on TV, etc. and Cedefop's staff (internal and external) and trainees when the publication is made on its intranet.

- When EUSurvey is used to register participation in the meeting/event, the European Commission may process your personal data. Alternatively, when an external contractor is involved in organising a meeting/event, a different registration platform may be used.
- When Slido is used for online questionnaires, Cisco Systems, Inc. and its subsidiaries may process your personal data. Alternatively, when an external contractor is involved in organising a meeting/event, a different platform may be used.
- For hosting online and hybrid meetings/events using MS Teams, Microsoft Ireland Operations Ltd. collects and processes your personal data. Alternatively, when an external contractor is involved in organising a meeting/event, a different video-conference platform may be used.
- After the meeting/event, audio and video recordings of the meeting/event may be made available online to participants through the YouTube platform. In this case, Google Ireland Ltd. will receive personal data. Alternatively, different social media platforms may be used.
- Cedefop's staff internally responsible for audit and review activities, as well as staff of external entities providing audit and review services to Cedefop may have access to personal data collected through this processing operation, to the extent necessary for carrying out their activities.

In case you would like to receive information regarding the exact recipients of your personal data for a specific meeting/event, as these may vary depending on the involved contractors and platforms used, please contact the staff member responsible for the event organisation. They will be able to provide you with the relevant information.

## **5. What is the legal basis for the processing of your personal data?**

The lawfulness of the processing is defined by Article 5(1)(a) of Regulation (EU) 2018/1725 since it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Cedefop, according to its founding Regulation (EU) 2019/128. In addition, for certain processing activities the lawfulness of the processing is defined by Article 5(1)(d) of Regulation 2018/1725, which requires that participants be informed and provide their consent when necessary.

More specifically, participants' consent is required for the following activities:

- Taking photographs and screenshots during the meeting/event.
- The video recording and web streaming of the meeting/event. For this reason, by having their camera turned on, participants are providing their consent for having their image recorded.
- Minutes/report/publication with quotes and/or speeches summary (speakers and active participants).
- The chat recording during the meeting/event. In this regard, by typing answers and reacting in the chat, participants are providing their consent for having the content of their exchanges during the event recorded.

- Taking part in online questionnaires during the meeting/event and providing feedback about the meeting/event after it.
- Sharing photographs and screenshots taken during the event, presentations, as well as the participants' list which includes participant email addresses, with other participants who have attended the meeting/event.
- Publishing photographs, video recordings, screenshots (including the name used by participants in online platforms), presentations, quotes and communication materials created out of them in Cedefop's intranet and/or website and social media channels, such as X, LinkedIn, Facebook, Instagram, YouTube.
- Sharing of the participants' lists containing first and last name, affiliation, email address with other participants with indication if there are specific purposes for such sharing, e.g. for the purpose of future collaboration of certain participants.
- Sharing of the meeting/event attendee list containing your name and affiliation among participants, in order to create working groups to continue the collaborative work launched during the meeting/event.
- The processing of the participants' personal data from a specific event for inviting the participants to future Cedefop events.

Explicit consent under Article 10(1)(a) of the Regulation (EU) 2018/1725 might be also requested for collecting and managing information on dietary requirements if catering is provided during the meeting/event.

*Note: Consent is not required for processing personal data for journalistic purposes or news coverage.*

## **6. For how long are your personal data kept?**

- The online registration forms submitted by participants are deleted as soon as the registration phase of all participants has been completed or at the latest after 6 months by its completion.
- Audio/video recordings taken for the purpose of preparing meeting minutes are deleted at the latest during a 3 month-period from the day of the event.
- MS Teams chat messages are kept in the platform for one year and then deleted automatically.
- Metadata related to MS Teams calls and chat are kept by the platform for 30 days and then deleted automatically.
- All project-related documentation and more specifically event minutes, agendas, presentations, photographs, screenshots and audio/video recordings, participants' list, background paper and related correspondence will be kept by Cedefop for 5 years, starting from the date of the event. Once the retention period expires, only the documentation of major events will be kept permanently for archiving purposes in the public interest, as well as scientific or historical research purposes.

- Contributors' names, photos, titles, organisations, biographies, presentations and social media identifiers if applicable, as well as videos, audio and photos from the event, will remain online (e.g. on Cedefop's website or Intranet) for 10 years from the date of the publication.

#### **7. Are there any transfers of your personal data to countries outside the EU/EEA?**

- MS Teams (Microsoft Ireland Operations Ltd.) may transfer personal data for technical support purposes to Microsoft Corporation located in the US and to the entities affiliated to it. Such transfers are based on the European Commission's adequacy decisions or Standard Contractual Clauses. Please refer to the [specific privacy statement](#).
- Slido (Cisco Systems, Inc.) may transfer personal data for technical support purposes to US and other countries based on the European Commission's adequacy decisions, Standard Contractual Clauses and/or Binding Corporate Rules. Please refer to [Slido privacy statement](#).
- YouTube (Google Ireland Ltd.) may transfer personal data based on the European Commission's adequacy decisions or Standard Contractual Clauses. Please refer to [Youtube's privacy statement](#)

#### **8. What are your rights and how can you 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.

To exercise the mentioned rights, you may contact the controller by sending an email to Cedefop's Conference Service ([Cedefop-ConferenceService@cedefop.europa.eu](mailto:Cedefop-ConferenceService@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 concerning your data, you may refer to Cedefop's Data Protection Officer ([data-protection-officer@cedefop.europa.eu](mailto: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://edp.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edp.europa.eu/data-protection/our-role-supervisor/complaints_en) (see further contact information at [https://edps.europa.eu/about-edps/contact\\_en](https://edps.europa.eu/about-edps/contact_en)).

**Version date: 20 December 2024**