

## Privacy Statement

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

# Future of VET: Conditions for balancing European VET excellence and inclusion 24 October 2024 Workshop

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All personal data collected by the European Centre for the Development of Vocational Training (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.

### 1. DATA CONTROLLER

The controller for the data processing is Cedefop and the responsible department is its Department for VET and Qualifications.

### 2. 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.

### 3. DESCRIPTION OF PROCESSING

The organisation and management of the virtual event involves invitation/registration of participants; creation of participant lists and reusing them for the following Cedefop events; use of teleconferencing application (Zoom); event recording for publishing purposes; awareness-raising and promotion of the event via news and publications, including Cedefop's website or social media channels such as X, Facebook, LinkedIn.

- Participants will be **invited to register** online for the event via email sent by Cedefop, including a link to register and/or through social media posts.
- Participants will register by filling out a form using the **EU Survey platform** ([EU Survey Privacy statement](#)).
- Participants will be asked to **fill in their personal data** for registration purposes, event management purposes and/or future activities related to the event/study, and creation of a participant list.
- Registered participants will later receive from Cedefop **email communications** with a customised

link to access the event and thank you message.

- The event will be hosted using the **Zoom platform**. Audio, video and chat contents will be recorded using Zoom functionality. If participants do not wish to have their image, video or voice captured or recorded, they should ensure their camera is turned off and/or microphone is muted. They should also refrain from typing comments in the meeting chat, if they do not want their comments to be recorded. 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.
- OBS Studio ([Privacy statement](#)) will be used to stream the feed from MS teams to Youtube. Cedefop's Youtube ([Privacy statement](#)) channel will be used to stream/broadcast the event online and disseminate to the general public after the event.
- During the event participants will have the option to engage interactively via **Jamboard** and **Slido**.
- Screenshots, quotes (and the communication / promotional materials created from them) may be published via **Cedefop's website**, publications and/or social media channels.
- Participants personal data such as name, surname, organisation, and country might be used to develop a **participant list** which might be shared with other participants (during and/or after the workshop).
- **Consent** will be requested for the following processing:
  - ✓ Inclusion and sharing with other participants of specific personal data (name, surname, organisation, title, social media account, and/or country etc.) in the participant list.
  - ✓ Cedefop to use contact information provided by participants for this event to invite them to other Cedefop events and/or future activities.
  - ✓ Sharing of presentations on Cedefop's website.
  - ✓ A photograph (screen shot) of the event participants (family photo) and video recordings might be taken during the event for publicity purposes. Participants who do not wish to appear in photographs will be able not to use their web cameras. An option to upload a photo in Zoom will be offered showing when participant camera is off without containing any other personal details.

#### 4. 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 participants are informed and asked to give consent when necessary.

#### 5. POTENTIAL TRANSFERS TO THIRD COUNTRIES

The following data transfers may take place in the framework of the organisation of this event:

- **Microsoft Ireland Operations Ltd.**, as the processor for **Sharepoint** (the tool for storing information and documents by Cedefop) may transfer limited sets of personal data for technical support purposes to Microsoft Corporation located in the US. Such transfers are covered by the adequacy decision for the EU-US Data Privacy Framework, of which Microsoft Corporation is an active participant.
- **Zoom Video Communications, Inc.**, as the processor of Zoom, the video-conferencing platform used for this event, operates globally and may transfer personal data outside of the EU/EEA when providing services in the EU. These data transfers are taking place based on an adequacy decision for the country where the data are transferred and stored, or, in the absence of such an adequacy decision, based on the European Commission's Standard Contractual Clauses. Specifically for data transfers to the US, Zoom with its 3 entities complies with the recently established EU-US Data Privacy Framework (2023) as a self-certified US-based company, when transferring and storing data in the US.
- **Slido**, the online questionnaire tool used for this event may transfer personal data to its staff and service providers, as well as to its parent company Cisco Systems, Inc. and Cisco's affiliates acting as sub-processors, for the purpose of providing its services. All these transfers of personal data are taking place based on an adequacy decision or on Standard Contractual Clauses.
- **Jamboard** platform used for the interaction of the participants during the event, follows Google's Privacy Policy, according to which Google maintains servers around the world and may process personal information on servers located outside the EU/EEAC. These data transfers are based either on the European

Commission's adequacy decisions either on Standard Contractual Clauses. Specifically for EU-US data transfers, Google participates in the recently established EU-US Data Privacy Framework (2023) as a self-certified company.

- **YouTube platform** used for sharing the event's audio and video recordings, follows Google's Privacy Policy, according to which Google maintains servers around the world and may process personal information on servers located outside the EU/EEAC. These data transfers are based either on the European Commission's adequacy decisions either on Standard Contractual Clauses. Specifically for EU-US data transfers, Google participates in the recently established EU-US Data Privacy Framework (2023) as a self-certified company.

## 6. DATA PROCESSED AND RECIPIENTS OF THE PROCESSED DATA

- **Cedefop staff** involved with the organisation of the event will have access to the following data:
  - **Data provided by participants** and necessary for the organisation of the event, including title, surname, first name, country, contact details (organisation/company, role of the participant, e-mail address, social media account).
  - Participant **chat comments, the audio / video recording** of the meeting sessions, speakers' quotes along with their name, surname, function and organisation;
- **The European Commission EU Survey Team** and the platform's infrastructure administrators might process sets of technical personal data for the purpose of system support and maintenance.
- **Zoom**, as the videoconferencing platform in this event, collects and processes the following data: account information (account ID), profile and participant information (name, display name, picture, email address, phone number), contact information, device information (e.g., information about the speakers, microphone, camera, OS version, hard disk ID, PC name, MAC address, IP address, device attributes, WiFi information), content and context from meetings
- **Microsoft Ireland Operations Ltd**, as the provider of Sharepoint (a platform for the storage of Cedefop's documents) has access to the documents uploaded therein.
- **YouTube** will be storing the video recording of the event;
- **Google, the provider of Jamboard** collects the following data: device of other IDs, app activity, location.
- **Slido** may process your content data (answers you provide to the questions), as well as some user technical data (e.g., device data, log data, location information, IP address) and cookie information. Note, however, that your answers to the platform remain anonymous.
- **The participant list** will include the following information: title, surname, first name, organisation/company
- **Cedefop's staff internally responsible for audit activities**, as well as staff of **external entities** providing **audit services** to Cedefop may have access to the personal data collected through this processing operation, to the extent necessary for carrying out their activities. Participants' (including speakers') presentations will be shared via **Cedefop's webpage** (with consent);
- **Programme** with the list of speakers, screenshot and/ or a family photo and video recordings of the event will be made available online and disclosed to the **wider public**.
- **Outputs** of participants' responses to questions using an online tool **Slido** maybe disclosed to the wider public (in case of Cedefop publications or posting online).
- Cedefop's external contractor, [3s Research and Consulting](#), will be given access to the recordings, chat messages, full transcript of the recordings, and event outputs for research purposes.
- **Cedefop's** external contractor, [Propager EureJeune](#), will have access to the recordings and will prepare a refined version that will be uploaded in Cedefop's YouTube unlisted channel.

## 7. RETENTION OF DATA

Audio/video recordings of events are manually deleted from **Zoom** after downloading, or at the latest during a 3 month-period from the day of the event. The **online registration forms** submitted by participants are deleted manually, as soon as the registration phase of all participants has been completed **or at the latest after 6 months** by its completion. All **project-related documentation** and more specifically event minutes, agendas, presentations, photographs, screenshots, recordings, participants' list, background paper and related correspondence **will be kept by Cedefop for 5 years**, starting from the date of the event.

## **8. RIGHTS OF DATA SUBJECTS**

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing. You have the right to withdraw your consent to the processing of your personal data. You also have the right to object to the processing of personal data.

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.

To exercise the mentioned rights, you can contact the controller by sending an email to: [qualifications\\_team@cedefop.europa.eu](mailto:qualifications_team@cedefop.europa.eu)

For further inquiries, you may refer to Data Protection Officer of Cedefop ([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](#), check further contact information at [https://edps.europa.eu/about-edps/contact\\_en](https://edps.europa.eu/about-edps/contact_en).