



Privacy Statement

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

Microcredentials – a labour market megatrend

22-23 June 2023

Virtual conference

All personal data collected by 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 this data processing activity is Cedefop and the responsible department is the 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) Vimeo video streaming platform used for recording of the event d) EU Survey as the platform used to create and manage the list of potential participants and e) 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; use of teleconferencing application (Zoom); event recording and online streaming using Vimeo; awareness-raising and promotion of the event via news and publications, including Cedefop's website or social media channels.

- Cedefop will invite potential participants to declare their interest in receiving an invitation to the event by filling out a EU Survey form
- Participants and speakers will be invited to register online for the event via an email sent to them by the PCO.
- Registration to the event will be done using an online form created with Jotform
- Participants will later be sent a link to the event by the PCO.
- The event will be hosted using the Zoom platform.
- Participants will be given the option to upload to Zoom a photo that will show when their camera is off.

The event will be streamed on the PCO's contractor Vimeo account so that the video recordings are made available on Cedefop's web portal to allow viewing and visibility to the wider vocational education community for three months after the event.

Event recordings will also be used by the PCO contractor (supported by a professional expert), to provide the meeting minutes. Event materials received by Cedefop will also be shared with Cedefop's external contractor, PPMI Group UAB in the context of the project "Microcredentials for learning and employment" Framework Contract for Service 2020-FWC9/AO/DSI/JP-APOULIOU/Micro-credentials_Learning&Employment/006/20.

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

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 both Zoom and Vimeo 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, country of the organisation, business phone number, e-mail address).
- 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 from the event will be used for communication purposes on Cedefop website and social media channels.

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 (Professional Conference Organiser), acting on behalf of Cedefop.
- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or any other follow up activity on this event.
- Event materials (including minutes, recordings and reports) will be shared with Cedefop's external contractor, PPMI Group UAB in the context of the project "Microcredentials for learning and employment" Framework Contract for Service 2020-FWC9/AO/DSI/JP-APOULIOU/Micro-credentials_Learning&Employment/006/20.
- Participants: the participant list (with email addresses) and presentations will be shared with other participants.
- Recipients of the event report: the participant list (without email address) will be included in the report of the event.
- Cedefop web portal visitors: Event recordings will be made available via streaming on the PCO's contractor Vimeo account and linked to from Cedefop's web portal

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 (approx. 3 months).

Video recordings will be downloaded by the PCO after the event and then erased from the Zoom platform, upon Cedefop approval. Event recordings will be kept in Vimeo (and linked to from Cedefop's web portal) to allow viewing and visibility to the wider vocational education community for three months after the event. After three months the videos will be removed from Vimeo and Cedefop's web portal. 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

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