



Privacy Statement on the protection of personal data in relation to

Participation in the European Skills & VET Week Official Partnership Programme

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?

Cedefop (European Centre for the Development of Vocational Training) is the controller for the processing of personal data described in this document. The Department for Communication (DCM) is responsible for data processing, particularly the European Skills & VET Week (ESVW) team. The head of the Department for Communication is the person responsible.

The European Commission is a separate controller for the processing of personal data related to the website and maintenance. More information can be found here: [Privacy policy for websites managed by the European Commission](#), [Cookies policy](#) and [EUSurvey privacy statement](#).

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

The purpose of the data processing is to assess and manage applications to the ESVW Official Partnership Programme, communicate with applicants, inform them about the status of their application and activities related to the ESVW Official Partnership Programme, promote approved partners' activities through the ESVW communication channels, and carry out related partnership management activities.

In particular, Cedefop uses your personal information to:

- Allow you to apply to the ESVW Official Partnership Programme;
- Assess your application against the ESVW Official Partnership Programme eligibility criteria;
- Inform you about the status of your application and of activities related to the ESVW Official Partnership Programme;
- Contact you to request additional information, communication materials, logos, visuals or other content related to their participation in the ESVW Official Partnership Programme;
- Publish and promote your organisations, its activities and resources through the ESVW website, newsletter, social media and other communication channels;
- Coordinate joint communication and promotional activities related to the ESVW Official Partnership Programme;
- Contact you to participate in surveys, evaluations or other feedback activities related to the ESVW.



Your personal data will not be used for automated decision-making including profiling. For detailed information on the exact purposes, please refer to the respective Record of Processing Activities.

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 are processed:

- Name and surname of the main and back-up contact person
- Professional position of the main and back-up contact person
- Organisation details
- Contact details of the main and back-up contact person (e-mail address, telephone number, professional social media accounts).

The provision of personal data is necessary for the assessment of applications and the management of the ESVW Official Partnership Programme. If you do not provide these mandatory personal data, it may not be possible to assess your application or manage your organisation's participation in the ESVW Official Partnership Programme.

To collect these data, Cedefop uses EUSurvey, a platform from the European Commission which collects credentials and user data for access. Please see [EUSurvey privacy statement](#). If an alternative registration platform is used, it may have access to similar categories of personal data.

Note: Cedefop is not responsible for the personal data contained in materials submitted by applicants or official partners, including logos, visuals, photographs, videos, publications, learning resources or other communication materials. It is the sole responsibility of the applicant or partner organisation to ensure that any personal data included in such materials have been collected, processed and shared in accordance with the applicable data protection legislation and that all necessary permissions have been obtained.

4. Who will access your personal data?

The following categories of recipients may have access to your personal data, based on the 'need to know' principle:

- Designated Cedefop staff members responsible for the ESVW;
- Members of the ESVW Official Partnership Programme selection committee, to the extent necessary for the assessment of applications;
- Other Cedefop staff members;
- External contractors who are involved in the ESVW and who are bound by specific data protection contractual clauses and by confidentiality obligations.
- Cedefop staff responsible for audit and review of partners' eligibility, 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.

As EUSurvey is used to collect your data, the European Commission may process your credentials and user data for access.



Personal information may be exported to or processed within Microsoft 365 applications for back-up, reporting, analysis, document management or operational purposes in accordance with Cedefop's internal information management policies.

Note: *Where an organisation is accepted into the ESVW Official Partnership Programme, only organisation-related information, such as the organisation's name, logo, website and approved activities, may be published or promoted through the ESVW communication channels. Personal contact details will not be made publicly available.*

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.

6. For how long is your personal data kept?

Data collected through the ESVW Official Partnership Programme registration form will be kept on EUSurvey for 12 months after the closure of the applications period, after which data will be deleted.

Cedefop keeps a copy of the collected data on Microsoft 365 for a maximum of 5 years starting from the last related communication with participants.

Project-related documentation like participants' list and related correspondence will be kept by Cedefop for 10 years, starting from the last related communication with participants. 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.

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

There is no data transfer outside of the EU/EEA.

8. How do we protect and safeguard your data?

For information on the technical and organisational security measures implemented at Cedefop, refer to the respective Record of Processing Activities.

9. What are your rights and how can you exercise them?

Within the limits set by Regulation (EU) 2018/1725, 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. However, this withdrawal does not affect the lawfulness of the processing of your personal data based on consent before it is withdrawn.

To exercise your rights, you may contact the controller by sending an email to the ESVW team (Vocational-Skills-Week@cedefop.europa.eu) whereby you shall specify your claim (i.e. the right/s you wish to exercise). The ESVW team will then submit your claim to the Department responsible for the specific processing operation. 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 requests.

For further inquiries concerning your data, you may refer to Cedefop's Data Protection Officer (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 (see further contact information on the [EDPS website](#)).