



Privacy Statement

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

Towards a methodology for comparing and recognising VET qualifications

2 June 2025
Online conference

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.

Data controller

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

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 and reusing them for the following Cedefop events; use of teleconferencing application (Zoom); event recording used by Cedefop's professional congress organiser ('PCO') supported by a professional expert) to provide the meeting minutes, and it will be uploaded in Cedefop YouTube Unlisted channel; 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 and speakers will be invited to register online for the event with a personalised email sent to them by Cedefop including a link to register or through social media posts.
- Participants will register by filling out a form using the **EU Survey platform** ([privacy statement](#)).
- Registered participants will later receive from Cedefop another email with a customised link to access the event.
- Management of contact data.
- The event will be hosted using the **Zoom platform**.
- Audio, video and chat contents will be recorded using **Zoom platform**. Regarding the processing of personal data by Zoom, please consult [Zoom privacy statement](#).
- Event will be video recorded. The recordings will also be used by PCO (supported by a professional expert).
- Cedefop's **Youtube** channel will be used disseminate to the public after the event via a link from the Event page. [Youtube Privacy statement](#).
- **Slido** will be used to enhance participant interaction during the event. [Slido privacy policy](#).
- **Conceptboard**, the collaboration tool for the interaction of participants, will be used by participants by adding sticky notes. [Conceptboard privacy statement](#).

- **Zoom white board** will be used as a tool for collaboration with participants.
- 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.
- Consent will be requested for the following processing:
 - ✓ **Photographs and video recordings:** Screenshots, quotes, presentations may be published via Cedefop's website, publications and/or social media channels. In case participant do not consent his/her image to be captured, they will turn off their camera.
 - ✓ For future events: Inclusion of **contact details** (name, surname, organisation, title, and/or country etc.) to be used for invitation to future Cedefop events and activities.

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 the upload of a photograph by participants, sharing of presentations, sharing of personal data (name, surname, organisation, title, email and/or country, etc.) included in the participant list with other participants of the event and the provision of contact information by participants of this event to invite them to other Cedefop events is optional and that participants are informed and asked to give consent when necessary.

Potential transfers to third countries

- **Zoom**, as the hosting platform of the event, when providing services in the EU, may transfer personal data only on the basis of the [European Commission's Standard Contractual Clauses 2021](#) ('EC's SCCs'). In addition, Zoom participates in the newly established [EU-US Data Privacy Framework Program](#), effective since July 2023, as a [self-certified](#) US-based company.
- **YouTube** platform used for sharing the event's video recording, follows [Google's Privacy Policy](#), according to which any data transferred outside the EEA falls under the conditions described in the Adequacy Decisions of the European Commission. For EU-US data transfers, Google participates in the aforementioned data privacy framework as a [self-certified company](#).
- **Slido**, the online questionnaire tool used in this event, despite being based in Slovakia, [may also transfer](#) sets of personal data outside the EU/EEA. Specifically when Slido is [acting as a processor](#) and not as a controller, like in the case of our event, any kind of transfers is solely based on the EC's SCCs.
- **Conceptboard**, collaboration tool that takes place within interactive workspaces, boards, and users can transfer data to these boards. Data processing in third countries (outside the EU, EEA) will only take place in accordance with the legal requirements. Subject to express consent or transfer required by contract or law, Conceptboard process or have processed the data only in third countries with a recognised level of data protection, or on the basis of special guarantees, such as a contractual obligation through so-called standard protection clauses of the EU Commission, the existence of certifications or binding internal data protection regulations ([Article 44 to 49 GDPR](#)).

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, county, organisation/company, e-mail address, speakers short bio with picture.
- Zoom – customer content including meeting recordings, files, chat logs, transcripts, and any other information uploaded while using the services.
- Participant comments made in the chat room and the audio/video recordings of the meeting sessions
- Speakers' quotes along with their name, surname, function and organisation.
- Screenshots and quotes captured during the event.
- Screenshots and/or a family photo might be used for communication purposes on Cedefop website and social media channels.

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, acting on behalf of Cedefop.
- Microsoft Ireland Operation Ltd, as the provider of Microsoft Teams.
- YouTube will be storing the video recording of the event.
- Zoom recordings will be extracted and edited by PCO, the output will be uploaded in Cedefop's YouTube channel.
- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or any other follow up activity on this event.
- Lists of speakers, speaker biographies and event recordings will be made available online and disclosed to the wider public.
- Outputs of participants' responses to questions using an online tool Slido, Zoom whiteboard and Conceptboard may be disclosed to the wider public (in case of Cedefop publications or posting online).

Retention of data

- Participant registration personal data is kept in the records bank as long as needed for event follow-up actions. This is estimated in 6 months;
- Participants list, event content such as presentations, reports and related documents will be kept in the records bank up to 5 years for auditing purposes;
- Audio/video recordings needed for minute writing and event dissemination activities will also be kept up to 5 years for auditing purposes.

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

If you consider your data protection rights have been breached, you can always lodge a complaint with the Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu) or with the European Data Protection Supervisor (edps@edps.europa.eu).