

Cedefop record of processing activity

Record of Cedefop activities processing personal data, based on Article 31 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 1247/2002/EC.

Nr.	Item	Description
Organisation of Events (physical, virtual or hybrid)		
1.	Last update of this record	24/03/2023
2.	Reference number	CDFNOT0059 – Organisation of Events (physical, virtual or hybrid)
3.	Name and contact details of controller	<p>Cedefop – European Centre for the Development of Vocational Training Postal address: Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: Department for Communications (DCM), External Communication</p> <p>Functional email address for enquiries on processing of personal data: Cedefop-ConferenceService@cedefop.europa.eu</p>
4.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
5.	Name and contact details of joint controller (where applicable)	Possible, but depends on event. If an event is co-hosted with another agency/institution or international organisation, it will be described in the privacy statement for the specific event available to event participants.
6.	Name and contact details of processor (where applicable)	<ul style="list-style-type: none"> • Designated Cedefop staff (e.g. project managers, assistants) responsible for a particular event and/or their external contractors (under specific contracts with Cedefop); • External contractor Professional Conference Organizer (PCO) under specific framework contract with Cedefop; • Cedefop DCM / External communications staff responsible for managing the Professional Conference Organiser (PCO) contract and assisting

		<p>operational departments in the organization of events;</p> <ul style="list-style-type: none"> • Cedefop Department of Communications staff who create and disseminate communication pieces using materials obtained from or created during the events; <p>Virtual or hybrid events</p> <ul style="list-style-type: none"> • Sub-processor: the online platform necessary for the management, streaming and/or recording of virtual events. The external contractor Professional Conference Organizer (PCO) under specific framework contract with Cedefop will be responsible for the setup and operation of such platforms. Because different platforms could be used for different events, these sub-processors will be identified in the privacy statement for each specific event; • Cedefop ICT Service system administrators for administrative and backup purposes (if needed).
7.	Very short description and purpose of the processing	<p>The purpose of the processing is the coordination, organisation and management of physical, virtual and/or hybrid events and necessary follow up activities. Specific events could be organised by Cedefop staff, its formal networks or other organisations/institutions as part of Cedefop's mandate and activities.</p> <p>Cedefop DCM / External communications staff are responsible for managing the Professional Conference Organiser (PCO) contract and assisting Cedefop departments in the organization of events.</p> <p>Description of the processing: Note that different events might involve different personal data processing activities. For this reason, each specific event will have its own privacy statement. The description below is a general description of processing activities most likely to take place in Cedefop physical, virtual and/or hybrid events:</p> <p>Participants:</p> <ul style="list-style-type: none"> • Management of contact details of invited persons and participants including their collection, organisation, storage, modification, retrieval, consultation, use, erasure or destruction; • Generation of the participant list; • Preparation and sending of invitation emails including link to register and downloading of

		<p>related documents or forms (e.g. agenda, reimbursement request form, reimbursement rules, etc.);</p> <ul style="list-style-type: none"> • Participant registration (normally through a link to the online event registration form);; • Transfer of list of participants to security staff and/or sub-contractors for necessary access control to premises¹ (note that physical events could take place inside or outside of Cedefop premises); • Transfer of list of participants to Cedefop's Contacts Database (CRM) also managed by Cedefop Department for Communications DCM (under consent)² <p>Coordination and management of the event:</p> <ul style="list-style-type: none"> • Speakers are introduced to participants with short bio/introduction; • Presentations might also be disseminated to participants, Cedefop staff, and/or published in the Cedefop web portal; • Photographs/pictures taken during the event (under consent); • Recording of audio and /or video (under consent); • Writing of meeting minutes; • Personal data and/or related documents stored in Cedefop's Collaboration Space and/or Records Bank. <p>Virtual or hybrid events:</p> <ul style="list-style-type: none"> • Virtual and/or hybrid events could use different online/web conferencing platforms depending on the event. These platforms will be identified and described in the privacy statements of each specific event; • Live web-streaming and/or audio/video recording of the event. <p>Event follow up activities including:</p> <ul style="list-style-type: none"> • Event reporting such as publication of minutes, reports, etc.; • Dissemination of reports and collection of feedback;
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¹ See "[RECORD - FAC - Access control to premises](#)" in Cedefop's register of data protection records in the Cedefop web portal.

² See "[RECORD - DCM - Contacts Database](#)" in Cedefop's register of data protection records in the Cedefop web portal.

		<ul style="list-style-type: none"> • Awareness-raising and promotion of the event via news and publications, including on Cedefop's website or social media channels; • Publication of personal data in news or event pages in the Cedefop web portal; • Necessary event follow-up activities such as evaluation, audits etc.; • Event project managers will store personal data related to a specific event when necessary under Cedefop's records management policy; • Invited participants receive the request forms necessary for the reimbursement of travel expenses, these forms are then sent to and processed by Cedefop's Finance and Procurement staff.³
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: any person invited to or participating in a Cedefop event (e.g. speakers, participants, Cedefop staff, visitors, etc.).</p> <p>Categories of personal data processed:</p> <ul style="list-style-type: none"> • Personal data in participant database: country of organisation, title (Mr/Ms), name, surname, position, organisation/company and department, address of organisation, postal code, city, country-based, phone number. In addition to the above, participants may be given the opportunity to indicate other contact information such as their social media accounts; • Speaker data could include name, surname, position, organisation/company and department, brief introduction, CV, presentation; • Online / web conference platform data could include⁴ account user data (first name, last name, email, user ID, password, etc); paid account holder data; operation data (e.g. configuration data, meeting metadata, feature usage data, performance data, service logs); support data; approximate location; customer content such as live streaming, audio/video recording of speakers and participants, files, chat comments, transcripts, and any other information uploaded while using the

³ See "[RECORD - ACC - Reimbursement of travel expenses](#)" in Cedefop's register of data protection records in the Cedefop web portal:

⁴ Note that different platforms could be used for different events. Specific platform and categories of data processed to be described in the privacy statement of the specific event.

		<p>services); activities and interactions of users (likes, chat messages, etc.); automatically-collected information (IP address, device technical data);</p> <ul style="list-style-type: none"> • During virtual events, the staff of Cedefop's Department of Communications could capture screenshots, speakers' quotes (along with their name, surname, function and organisation).
9.	Time limit for keeping the data	<ul style="list-style-type: none"> • Participant registration personal data is kept in the records bank as long as needed for event follow-up actions. This is estimated in 6 months⁵; • Participants list, event content such as presentations, reports and related documents will be kept in the records bank up to 5 years for auditing purposes⁶ • Audio/video recordings of events deleted from online platforms after downloading; • Audio/video recordings needed for minute writing and/or event dissemination activities will also be kept up to 5 years for auditing purposes.
10.	Recipients of the data	<p>Recipients of personal data may include:</p> <ul style="list-style-type: none"> • Cedefop staff and related sub-contractors involved in the organisation of the event as well staff and sub-contractors of the externally contracted PCO (Professional Conference Organiser), acting on behalf of Cedefop; • The online/web conferencing platform used in a virtual or hybrid meeting (to be identified and described in the privacy statements of each specific event); • List of participants is shared with Cedefop security and related contractors to enable access control to premises; • Reimbursement request forms are sent to and processed by Cedefop's Finance and Procurement; • Participant list and presentations might be shared with other participants; • Contact details of participants in event could be transferred to Cedefop's Contacts Database (CRM) (under consent); • The wider public where event data is published in Cedefop communication materials such as press releases, publications, social media postings, etc.

⁵ Cedefop's records management retention schedule

⁶ Cedefop's records management retention schedule

		<ul style="list-style-type: none"> • Cedefop staff (or external auditing bodies) involved in the evaluation, audit or other required follow-up on an event.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Possible, when event is co-hosted with another international organisation. Also if the specific web/online conferencing platform used transfers personal data outside of the EU/EEA. Any such transfer to be identified and described in the privacy statements of each specific event.
12.	General description of security measures where possible.	<p>The external contractor (PCO support on the basis of applicable FWC) has to guarantee the data protection and confidentiality required by the Regulation (EU) 2018/1725.</p> <p>Online platforms used in virtual or hybrid events to comply with Cedefop security standards, data protection and IT-system integrity.</p> <p>Electronic data and documents are stored in collaboration and records bank with authentication and role and permission-based access rights.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p><i>Privacy statement corresponding to this record is available in the Cedefop web portal and the Cedefop Intranet.</i></p> <p><i>Specific privacy statement per event.</i></p>