

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
Cedefop Contacts Database		
1.	Last update of this record	10/06/2019
2.	Reference number	CDFNOT002 – Cedefop Contacts Database
3.	Name and contact details of controller	<p><u>Cedefop – European Centre for the Development of Vocational Training</u> Postal address: Cedefop Service Post, Europe 123, 570 01 Thessaloniki, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: Head of DCM</p> <p>Functional email address for enquiries on processing of personal data: info@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)	n/a
6.	Name and contact details of processor (where applicable)	Cedefop staff members who are related to the purpose of the processing operation (CRM administrator, Cedefop contact managers and activity managers).

7.	Very short description and purpose of the processing	<p>The processing operation concerns ‘Cedefop Contacts database’, which is a central repository of contact details for individuals and institutions to support Cedefop's Communications Strategy.</p> <p>The purpose of this processing operation is to store and make available the appropriate contacts for:</p> <ol style="list-style-type: none"> 1. External communication activities; 2. Information and dissemination purposes; 3. Invitation to Cedefop events; 4. Maintaining relations with the VET community <p>Furthermore, anonymous historical and statistical data maybe compiled.</p> <p>Data are processed in accordance with article 2 of the Regulation (EU) 2019/128, as the above contact details are necessary for the fulfillment of Cedefop’s tasks.</p>
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: The data subjects are the individuals relevant to Cedefop’s missions, events, activities, services and products.</p> <p>Categories of personal data processed: In the course of this processing operation, the following data will be processed:</p> <ol style="list-style-type: none"> 1. Title 2. Title notes 3. First Name 4. Last name 5. First name (non-latin) 6. Last name (non-latin) 7. Job Title / Position Institution 8. Department Unit / Office Assistant 9. Email (work) 10. Email (personal) 11. Language/s of communication Category > sub-category Selected category/ies 12. Fields of interest

		<ul style="list-style-type: none"> 13. Selected field/s of interest Tel.1 14. Tel. 2 15. Mobile 16. Fax 17. Address type 18. Street 19. Postal Code 20. City 21. State Province 22. Country 23. Open notes 24. Import file name 25. Contact(s) in Cedefop 26. Data Protection Status 27. new ownerxls 28. new_lastupdatexls 29. new_ authoroflastudpatexls
9.	Time limit for keeping the data	Data will be kept for as long as needed for communication activities.
10.	Recipients of the data	None, except from the aforementioned processors. Cedefop does not provide data to third parties.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures where possible.	Data are being kept in Cedefop contacts database, implemented with MS Dynamics CRM. MS Dynamics implementation is only accessible from within the Cedefop firewall. In addition, individual data processors require a license to use the software and are authenticated by username and password.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<i>Privacy Statement available on intranet</i>