

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
Web Portal Registration		
1.	Last update of this record	10/06/2019
2.	Reference number	CDFNOT008 – Web Portal Registration
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 Thermi, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: Head of DCM</p> <p>For enquiries on processing of personal data, submit request to ‘<i>Web content and contact management team</i>’ via this link: https://www.cedefop.europa.eu/en/about-cedefop/contact-us</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)	<ul style="list-style-type: none"> • Web team members • External contractor (currently Eworx SA)

		<ul style="list-style-type: none"> For subscribed services, CMS editors responsible for sending newsletters are provided with required emails addresses upon request.
7.	Very short description and purpose of the processing	<p>The purpose of the processing is to provide to the Internet community an interface of the Cedefop activities, register users in order to measure audience, visibility, produce statistics on the use of the system, identify popular documents, downloads, fields of interest.</p> <p>Users register to the website, allowing them to:</p> <ul style="list-style-type: none"> Receive alerts / notifications regarding new contents / updates Subscribe to online services (eg. Newsletter) Become a member of a community Receive personalised information regarding their field of interest <p>In addition, this collection of data allows the web team to measure audience, visibility, produce statistics on the use of the system, identify popular documents, downloads, fields of interest etc.</p>
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: The data subjects are natural persons, organisationally connected to Cedefop, VET interested people, policy/research and professional related persons and web visitors from the general public.</p> <p>Categories of personal data processed: In the course of this processing operation, the following data will be processed, collected via the registration form :</p> <ul style="list-style-type: none"> E-mail address (mandatory) Password (mandatory) Title (mandatory) First name (mandatory) Surname (mandatory) Country (mandatory) Institution (optional) Department (optional) Position (optional) Country (optional) City (optional)

		<ul style="list-style-type: none"> • Address (optional) • Post code (optional) • Phone number (optional) • Fax number (optional) • Web URL (optional) • Picture (optional) • User profile (optional) <p>For some specific projects additional information tailored to the needs of the project might be collected and displayed to the public. This will be clarified to users accordingly.</p>
9.	Time limit for keeping the data	Following a periodic `interest campaign`, the data of registered persons shown to be inactive are deleted. Furthermore, users can at any time delete their data.
10.	Recipients of the data	None, except from the aforementioned processors.
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.	<p>Registered users are required choose a password which is stored in an encrypted form.</p> <p>Collected data is only accessible by users with admin privileges (web team and external contractor)</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 available on website:</i></p> <p>https://www.cedefop.europa.eu/en/content/privacy-statement</p>