

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
CareersNet (network for lifelong guidance and careers education)		
1.	Last update of this record	25/01/2020
2.	Reference number	CDFNOT071 – CareersNet
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 Thessaloniki, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: Head of Department for Learning and Employability (DLE)</p> <p>Functional email address for enquiries on processing of personal data: careersnet@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)	The processors are the members of DLE responsible for this project.

7.	Very short description and purpose of the processing	<p>Description of this processing operation: Data is collected through a call for application. Interested people submit their personal data.</p> <p>Purpose of the processing: The purposes of the processing operation are:</p> <ol style="list-style-type: none"> 1. to update and validate data pertaining to the EU database on guidance systems and practices and 2. to invite experts to workshops. <p>Furthermore, storage of anonymised data for historical, statistical or scientific purposes is envisaged. Anonymous information may be kept for showing interest per skills area, or member state.</p> <p>Legal basis of the processing operation: Data is processed in accordance with the tasks defined in Article 2 of Regulation (EU) 2019/128.</p>
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: The data subjects are self-declared national experts.</p> <p>Categories of personal data processed: The data undergoing processing are as follows:</p> <ul style="list-style-type: none"> • Contract information: (First and last name, nationality, gender, institution, department, position, address, tel. numbers, e-mail) • language skills, • country of expertise, • experience in the field(s), • key publications in the field, • motivation (optional)
9.	Time limit for keeping the data	The data will be kept as long as the national expert is participating in the cooperation work for lifelong guidance system monitoring and development.
10.	Recipients of the data	The name and institution of national experts will be acknowledged on Cedefop website and in relevant publications, and thus disclosed to the public.

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 stored in Livelink (Document Management System) with access restrictions.
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 made available to members</i>