

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 career development)		
1.	Last update of this record	24/03/2021
2.	Reference number	CDFNOT071 – CareersNet
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 (Pylea), 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)	Cedefop Department for Learning and Employability staff. EU Survey (https://ec.europa.eu/eusurvey/home/welcome)

7.	Very short description and purpose of the processing operation	<p>Purpose: To process invitations to participate in and requests to form part of the network of national experts in lifelong guidance and career development (CareersNet), to manage the operation and communications of the network and to support the activities of project team and CareersNet network.</p> <p>Description: CareersNet experts work with Cedefop facilitating the data validation process of Cedefop's lifelong guidance project. In particular, they contribute to the Cedefop inventory of lifelong guidance systems and practices.</p> <ul style="list-style-type: none"> • Send invitations to participate in call for expressions of interest • Application form implemented with EU Survey • Processing of applications to form part of the network • Selection of network members • Management of list of members and related mailing list • Communication with network members (e.g. sending invitations to participate in events/workshops, future calls for expression of interest) • Acknowledgement of national experts on Cedefop website and in relevant Cedefop communications/publications. <p>Legal basis:</p> <ul style="list-style-type: none"> • Article 5(a) of Regulation (EU) 2018/1725¹, i.e. the processing is necessary for the performance of a task carried out in the public interest • Article 5(d) of Regulation (EU) 2018/1725², i.e. in that network members are informed and asked to give consent where necessary

¹ 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

² 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

		<ul style="list-style-type: none"> Article 2 of Regulation (EU) 2019/128³ i.e. tasks performed by Cedefop
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: Self-declared national experts in lifelong guidance.</p> <p>Categories of personal data processed:</p> <ul style="list-style-type: none"> Application process: personal details (name and surname, nationalities, institution, department, position, postal address, email addresses, tel. number, mobile phone), experience in the field(s), CV, language skills, country of expertise, key publications in the field, motivation (optional), additional comments, date and signature of application submission Management of network: personal details (name and surname, nationalities, institution, department, position, postal address, email addresses, tel. number, mobile phone), financial information (only when necessary for event-related travel reimbursements)
9.	Time limit for keeping the data	The data will be kept during the time period the selected lifelong guidance expert is participating in Cedefop's project on lifelong guidance. Data on applicants not selected as members will be deleted after six months from the date the decision on membership was made.
10.	Recipients of the data	<ul style="list-style-type: none"> Cedefop Department for Learning and Employability DLE staff members responsible for this project Cedefop staff responsible for managing and safeguarding records Cedefop DRS Finance staff responsible for managing travel reimbursements Cedefop DCM staff responsible for managing mailing lists in CRM system (with consent)
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

³ Regulation (EU) 2019/128 of the European Parliament and of the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training (Cedefop) and repealing Council Regulation (EEC) No 337/75

12.	General description of security measures where possible and documentation of information security measures.	ICT service manages security measures that protect 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>