

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
Traineeship grant		
1.	Last update of this record	16/03/2020
2.	Reference number	CDFNOT038 – Payment of traineeship grants procedure
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: DRS / Human Resources</p> <p>Functional email address for enquiries on processing of personal data: hr_data_protection@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)	Staff members of Human Resources Staff members of the Finance Service /Accountancy Service

		The medical officer (if disabled trainees)
7.	Very short description and purpose of the processing	<p>The purpose of this processing operation is to pay the monthly trainee grant to the trainees.</p> <p>Trainees receive a monthly traineeship grant. Cedefop monthly traineeship grant is set at 25 % of the basic remuneration of an official at grade AD 5/1, subject to the weighting for Greece. This amount is payable to trainees from abroad (Member States of the EU or pre-accession countries) and to trainees resident in Greece who do not live within commuting distance and need to relocate to Thessaloniki for the duration of the traineeship.</p> <p>Trainees resident in Thessaloniki prior to the start of their in-service training receive 75% of the aforementioned amount. The amounts of the grants are adjusted annually by the Human Resources Service and the amounts are published on the Cedefop website. The adjustment takes effect on 1 January of every year. Upon presentation of the proper justification, disabled trainees may receive a supplement to their basic grant equal to a maximum of 50% of the amount of the grant.</p> <p>HR prepares the instructions for the Finance Service to pay the grants into a bank account in Greece.</p> <p>Data is processed in accordance with the objectives of:</p> <ul style="list-style-type: none"> • Rules governing in-service training at Cedefop (DIR/2010/429) • Decision on traineeship grants (DIR 08/2010)
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: The data subjects are trainees entitled to the payment of a monthly traineeship grant.</p> <p>Categories of personal data processed: The data undergoing processing are as follows:</p> <p>Simple data</p> <ul style="list-style-type: none"> • Name of the trainee

		<ul style="list-style-type: none"> • Place of residence • Traineeship dates Sensitive data: <ul style="list-style-type: none"> • Documents related to disability (if applicable)
9.	Time limit for keeping the data	The grant slips are stored for 5 years.
10.	Recipients of the data	It is not foreseen to disclose information to any recipients (i.e. only the HR service, the Finance service and the trainee have access). In the case of a disabled trainee, information related to the disability may need to be transmitted to the medical officer for an assessment of the disability.
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.	<ul style="list-style-type: none"> • The hard copies of the grant payment slips are stored in a locked filing cabinet to which only authorised HR staff has access and a copy is given every month to the trainees • Access to electronic records is strictly limited (HR staff). • All data processing is confidential. • Communication of data is restricted to those persons who "need to know" for the performance of their duties.
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>