

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
<i>Call for papers</i>		
1.	Last update of this record	04/02/2026
2.	Reference number	RB2026-1948425193-2547
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><u>Responsible department or role:</u> Department for VET and Skills (DVS)</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 members of the Department for VET and Skills (DVS)
7.	Very short description and purpose of the processing	<p>The processing activity is taking place to enable Cedefop to receive quality abstracts and publish papers related to the Agency's work and particularly that of the DVS department. Interested authors are invited to submit their abstract. Authors of selected abstracts will then be invited to submit a full paper.</p> <p>Cedefop will process data:</p>

		<ul style="list-style-type: none"> • to receive and review abstracts and selected full papers; • to produce a Cedefop working paper including the selected papers; • for communication purposes without disclosure to third parties (upon consent), such as the invitation to a future event to be held by Cedefop. <p>The legal basis of the procedure is the lawfulness of the processing as defined by Article 5(1)(a) of Regulation (EU) 2018/1725 in that the processing of personal data supports the dissemination and awareness raising on matters related to the development of vocational education, training and skills, defined as core tasks of Cedefop in Regulation (EU) 2019/128, and particularly as set forth in the Single Programming Document. Personal data are also processed on the legal basis of Article 5(1)(d) of Regulation (EU) 2018/1725, in that participants are informed and asked to give consent when further processing is necessary, including for communication purposes.</p>
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Categories of data subjects: Individuals applying at Cedefop’s Call for papers, as well as co-authors that have contributed to the work submitted or shared with Cedefop.</p> <p>Categories of personal data:</p> <ul style="list-style-type: none"> • Contact data: title, name, surname, job title/ profession, affiliation, email, co-authors details and contacts.
9.	Time limit for keeping the data	<p>The time-limits for storing personal data are as follows:</p> <p>Personal data collected by Cedefop will be retained for five years for the selected abstracts, and for non-selected abstracts only for as long as it is necessary to permit effective management of the abstract selection.</p> <p>Submitted abstracts transferred to Cedefop Sharepoint for storage are deleted manually, as soon as the abstract selection phase has been completed or at the latest after 6 months by its completion.</p> <p>Contact details included in Cedefop contacts database will be stored until consent is withdrawn, or in response to periodic exercises conducted by Cedefop in which data subjects are invited to confirm the validity of their contact data.</p>

10.	Recipients of the data	<ul style="list-style-type: none"> • Cedefop staff involved in the call for abstracts will have access to the personal data (title, name, surname, job title/ profession, affiliation, email, co-authors details and contacts) of persons invited to and/ or participating to the call, in order to provide guidelines and comments, as well as for the review, selection and publication of their abstracts; • EUSurvey platform, used by external experts to participate in the call for abstracts, is a tool managed by the European Commission. In this framework, the Commission EUSurvey Team and the platform's infrastructure administrators may process personal data for the purpose of system support and maintenance; • Provided that consent has been given, contact data of authors will be included (if not already included) in Cedefop contacts database where it will be processed solely for Cedefop communication purposes without disclosure to third parties; • Microsoft Ireland Operations Ltd., as the provider of Cedefop's Sharepoint, the internal tool for storing documents, will have access to the personal data stored therein; • Cedefop's staff internally responsible for audit activities, as well as staff of external entities providing audit services to Cedefop may have access to the personal data collected through this event, to the extent necessary for carrying out audit activities.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>Microsoft Ireland Operations Ltd., as the provider of Cedefop's Sharepoint, processes and stores most of the data, including all content data and all customer data at rest, in the EU/EEA (geolocation of Cedefop as the tenant). Limited sets of personal data might be transferred for the provision of services and technical support purposes to Microsoft Corporation located in the US and acting as a sub-processor. Any transfers to Microsoft Corporation are covered by the adequacy decision of the EU-US Data Privacy Framework (2023), of which Microsoft Corporation is an active participant.</p>
12.	General description of security measures where possible.	<p>Cedefop implements a number of technical and organisational security measures to address, among others, online security (firewall, URL filtering, antivirus programs), risk of data loss and alteration (back-up and restore policy), as well as to grant access to its information and documents only to authorised users based on a 'need to know' principle (through authentication and authorisation procedures, encryption). Cedefop has also put in place appropriate incident handling and personal data breaches procedures. Compliance with these measures is ensured through Cedefop's ICT Use and Security Policy, which is regularly reviewed for improvements.</p>

13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	A Privacy Statement is shared with data subjects alongside the Call for papers.
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