

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>Promotion of third parties' events in the framework of the ESVW</i>		
1.	Last update of this record	05/08/2026
2.	Name and contact details of controller	Cedefop – European Centre for the Development of Vocational Training Postal address: Cedefop Service Post, Europe 123, 570 01 Themi, GREECE Telephone: (+30) 2310 490111 Email: info@cedefop.europa.eu <u>Responsible department or role:</u> <u>Department for Communication (DCM)</u> The European Commission is a separate controller for processing personal data related to the websites and their maintenance. More information can be found here: Privacy policy for websites managed by the European Commission, Cookies policy.
3.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
4.	Name and contact details of joint controller (where applicable)	N/A

5.	Name and contact details of processor (where applicable)	External contractors who are involved in the ESVW and who are bound by specific data protection contractual clauses and by confidentiality obligations. GOPA gopacom-for-dgcomm-lot1@gopa.eu
6.	Very short description and purpose of the processing	The purpose of the data processing is to register, publish and promote your company's / organisation's events and activities on the ESVW channels and perform related activities. In particular, Cedefop uses your personal information to: • Allow you to register events that you organize so that those events are promoted on the ESVW website, newsletter, social media and other communication channels; • Contact you to supply visuals, photos or additional information about your events and activities related to the ESVW; • Contact you for co-promotional activities; • Contact you to organise joint events and activities related to the ESVW; • Contact you to participate in evaluation surveys related to the ESVW; • Your personal data will not be used for automated decision-making including profiling. The lawfulness of the processing is defined by Article 5(1)(a) of Regulation (EU) 2018/1725 since it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Cedefop, according to its founding Regulation (EU) 2019/128. In addition, for certain processing activities the lawfulness of the processing is defined by Article 5(1)(d) of Regulation 2018/1725, which requires that participants be informed and provide their consent when necessary.

		Participants' consent is required to be further contacted to organise joint events or activities and participate in surveys.
7.	Description of categories of persons whose data Cedefop processes and list of data categories	Personal data will be collected, used, and kept only to the extent necessary for the above-mentioned purposes. The following personal data may be processed: • Name and surname; • Organisation details; • Contact details (e-mail address, telephone number, professional social media accounts). The provision of personal data is necessary to meet the needs linked to the organisation of the ESVW. If you do not provide the personal data such as organisation, name, surname and e-mail address, it may be impossible for you to complete the form and register your events. To collect these data, Cedefop uses EUSurvey, a platform from the European Commission which collects credentials and user data for access. Please see EUSurvey privacy statement. If an alternative registration platform is used, it may have access to similar categories of personal data. Note: <i>Cedefop is not responsible for visuals, pictures and videos shared by third party event's organisers. Kindly note that it is the sole responsibility of the event organiser to make sure that the collection and distribution of these materials is compliant with applicable privacy regulation.</i>
8.	Time limit for keeping the data	The time-limits for storing personal data are as follows: • Data collected will be kept on EU Survey for one calendar year. At the end of each year the registration form will be closed and data will be deleted. • Cedefop keeps a copy of the collected data on Microsoft 365 for a maximum of 5 years starting from the closure of the registration form.

9.	Recipients of the data	The following (categories of) recipients may have access to your personal data: • Designated Cedefop staff members responsible for the ESVW; • Other Cedefop staff members, based on the 'need to know' principle; • External contractors who are involved in the ESVW and who are bound by specific data protection contractual clauses and by confidentiality obligations. Cedefop staff responsible for audit and review activities, as well as staff of external entities providing audit and review services to Cedefop may have access to personal data collected through this processing operation, to the extent necessary for carrying out their activities. As EUSurvey is used to collect your data, the European Commission may process your personal data. Personal information may be exported to or processed within Microsoft 365 applications for back-up, reporting, analysis, document management or operational purposes in accordance with Cedefop's internal information management policies. Note: <i>General public will not have access to your personal data. Cedefop will only publish and promote information related to the event and the company / organisation behind it.</i>
10.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	There is no data transfer outside of the EU/EEA.
11.	General description of security measures where possible.	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. EUSurvey security measures are described in the EUSurvey privacy. Cedefop keeps a copy of the collected data. Cedefop implements technical and organisational security measures for granting access to its information and documents in compliance with its ICT Use and Security Policy. Technical measures: Omnia's security measures based on ISO 27001 as well as Microsoft's M365 and Azure security measures based on ISO 27001, SOC and other international security standards. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. Cedefop's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of Cedefop, and by the confidentiality obligations.
12.	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 made available to data subjects by sending it via email or providing a link to access it.