

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>Participation in the European Skills & VET Week Official Partnership Programme</i>		
1.	Last update of this record	10/08/2026
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 Thessaloniki, GREECE Telephone: (+30) 2310 490111 Email: info@cedefop.europa.eu <u>Responsible department or role:</u> Department for Communication (DCM) The European Commission is a separate controller for processing of 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)	
5.	Name and contact details of processor (where applicable)	- European Commission, DG Employment

		- 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 assess and manage applications to the ESVW Official Partnership Programme, communicate with applicants, inform them about the status of their application and activities related to the ESVW Official Partnership Programme, promote approved partners' activities through the ESVW communication channels, and carry out related partnership management activities. In particular, Cedefop uses your personal information to: • Allow you to apply to the ESVW Official Partnership Programme; • Assess your application against the ESVW Official Partnership Programme eligibility criteria; • Inform you about the status of your application and of activities related to the ESVW Official Partnership Programme; • Contact you to request additional information, communication materials, logos, visuals or other content related to their participation in the ESVW Official Partnership Programme; • Publish and promote your organisations, its activities and resources through the ESVW website, newsletter, social media and other communication channels;

		• Coordinate joint communication and promotional activities related to the ESVW Official Partnership Programme; • Contact you to participate in surveys, evaluations or other feedback activities related to the ESVW. 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 for being 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 are processed: • Name and surname of the main and back-up contact person • Professional position of the main and back-up contact person • Organisation details • Contact details of the main and back-up contact person (e-mail address, telephone number, professional social media accounts). The provision of personal data is necessary for the assessment of applications and the management of the ESVW Official Partnership Programme. If you do not provide these mandatory personal data, it may not be possible to assess your application or manage your organisation's participation in the ESVW Official

		Partnership Programme. 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 the personal data contained in materials submitted by applicants or official partners, including logos, visuals, photographs, videos, publications, learning resources or other communication materials. It is the sole responsibility of the applicant or partner organisation to ensure that any personal data included in such materials have been collected, processed and shared in accordance with the applicable data protection legislation and that all necessary permissions have been obtained.</i>
8.	Time limit for keeping the data	The time-limits for storing personal data are as follows: • Data collected through the ESVW Official Partnership Programme registration form will be kept on EU Survey for 12 months after the closure of the applications period, after which data will be deleted. • Cedefop keeps a copy of the collected data on Microsoft 365 for a maximum of 5 years starting from the last related communication with participants.
9.	Recipients of the data	The following categories of recipients may have access to your personal data, based on the ‘need to know’ principle: • Designated Cedefop staff members responsible for the ESVW; • Members of the ESVW Official Partnership Programme selection committee, to the extent necessary for the assessment of applications; • Other Cedefop staff members;

		• 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 of partners' eligibility, 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 credentials and user data for access. 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>Where an organisation is accepted into the ESVW Official Partnership Programme, only organisation-related information, such as the organisation's name, logo, website and approved activities, may be published or promoted through the ESVW communication channels. Personal contact details will not be made publicly available.</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.