



Specific Privacy Statement

Processing of personal data in the context of the organisation of the event:

21st annual plenary meeting of ReferNet

Hybrid event

28 February-1 March 2024

All personal data collected by Cedefop are processed in accordance with the provisions 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.

Data controller

The controller for this data processing activity is Cedefop and the responsible department is: ReferNet (Department of VET and Qualifications).

Purpose of processing

To facilitate and ensure the efficient organisation and management of the event and to support awareness-raising and promotion of it.

Description of processing

- Participants will be invited to register by replying to an invitation email of the event. Project assistant will send the invitation email and follow up replying emails.
- Registered participants will later receive from the project assistant another email with the privacy statement and the link/s to access the event.
- Contact data are managed and the participants list is created upon responses by project assistant;
- The actual virtual event will take place using Microsoft Teams;
- Audio, video and chat contents will be recorded using Teams functionality;
- Screenshots, quotes (and the communication / promotional materials created from them) might be published in Cedefop's and/or ReferNet web sites, electronic or printed publications, social media channels as well as the ReferNet platform;

Participants who do not wish to have their image, voice and comments captured should ensure their cameras and/or microphones are turned off and refrain from commenting in the chat.

Participants shall apply appropriate circumspection when disclosing any personally identifiable information or personally sensitive data since this information may be collected and used by other event participants.

Legal basis

The lawfulness of the processing is defined by Article 5(1) (a) of Regulation (EU) 2018/1725 in that it supports dissemination and awareness raising, defined as core tasks of Cedefop in the founding regulation, together with Article 5(1) (d) in that participants are informed accordingly and are asked to give consent where necessary.

Potential transfers to third countries

In most cases, no personal data is transferred outside the EU/EEA. All customer data at rest, including all back-up data are stored within the geolocation of the tenant and for Cedefop that is the EU/EEA territory. However, for certain limited categories of personal data, Microsoft Ireland may transfer personal data to the USA or any other country in which Microsoft or its sub-processors operate. Cedefop carried out a Data Protection Impact Assessment (DPIA) for the use of the M365 platform in Cedefop ¹.

Data processed

Personal data of persons invited to and/or participating in the event includes:

- Data provided by participants and necessary for the organisation of the event, including: title, surname, first name, contact details (organisation/company and department, position, postal address, country of residence,

¹ RB (2022)00117 - Data Protection Impact Assessment (DPIA) for the Microsoft 365 (M365) platform at Cedefop (23 February 2022)

- business phone number, mobile telephone number, e-mail address, internet address);
- For speakers at the event, a brief biography/CV with photo may be published on Cedefop's website in the context of the event, providing that consent is given;
 - Participant comments made in the chat room and the audio/video recordings of the meeting sessions.
 - Participant list: name and organisation will be included in the list of participants that will be made available to other participants;
 - Screenshots and quotes captured during the event and video recordings taken at the event, in which participants could appear (under consent);
 - The event will be video and audio recorded and kept for a limited period of time to allow the creation of minutes, action points and graphic designs by a professional designer.

Access to your information and recipients of the processed data

The recipients of your data may be:

- Cedefop staff involved with the organisation of the event as well staff and sub-contractors of the externally contracted PCO (Professional Conference Organiser), acting on Cedefop's behalf;
- Assigned staff and/or contractors on behalf of Cedefop on a need-to-know basis (e.g. ProPager-Eurojeune (PCO) and subcontractors organizing the conference);
- MS Teams (Microsoft Ireland Operations Ltd.) as the platform used for the virtual event;
- Participants: participant lists, presentations and related material will be shared with other attendees through the ReferNet platform.
- Lists of speakers and selected photographs may be disclosed to the wider public (in case of publication or posting online).

Retention of data

- Personal data collected by Cedefop or by the PCO acting on Cedefop's behalf will be retained only for as long as is necessary to permit effective organisation of the event and its required follow-up. This is estimated at 6 months.
- Meeting recordings are saved in the OneDrive account of meeting organiser and will be kept until minutes then destroyed. This will not exceed 6 months;
- By default, MS Teams chat messages are kept for one year and then deleted automatically;
- Metadata related to MS Teams calls and chats is kept for 30 days and then deleted automatically;
- Participants list, event content such as presentations, reports and related documents will be kept in the records bank up to 5 years for auditing purposes.
- If any of this MS Teams content qualifies as a record it should be saved in Cedefop's Records Bank and relevant retention policies applied.

Rights of data subjects

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing. You have the right to withdraw your consent to the processing of your personal data. You also have the right to object to the processing of personal data.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

To exercise the mentioned rights, you can contact the controller by sending an email to ReferNet: Refer@cedefop.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu) or with the European Data Protection Supervisor (edps@edps.europa.eu).

UPDATED: 23 February 2024