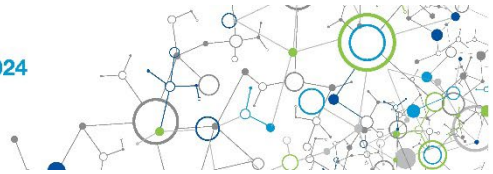

Specific Privacy Statement

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

22nd annual plenary meeting of ReferNet
Physical event
20-21 November 2024

All personal data collected 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 regarding 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

The organisation and management of the 22nd annual plenary meeting of ReferNet involves:

- invitation/registration of participants; registration will be done by ReferNet team using an EU Survey;
- management of contact data and mailing lists;
- creation/distribution of participant lists;
- capture/use of photographs;
- the event will be video and audio recorded and kept for a limited period of time to allow the creation of minutes, action points;
- event participants who do not wish to appear in videos or photographs will be given distinctive badges or some other option to opt out;
- photographs and videos may be used, reproduced, distributed and communicated to the public for awareness-raising and promotion purposes by Cedefop on the Cedefop's web portal and/or other information tools, such as Cedefop's social media channels and/or electronic or printed publications;
- a brief biography and photo of speakers could be published on Cedefop's, provided that consent is given;
- access control to premises;
- EU Survey will be used for anonymous event assessment.

Those participants who qualify for reimbursement of their travel expenses will need to fill out the reimbursement claim form. For more information about processing of personal data in the context of Reimbursement of travel expenses see:

https://www.cedefop.europa.eu/files/cdfnot0022_-_reimbursement_of_travel_expenses_-_for_non-staff_members.pdf

For access control to Cedefop premises and security purposes, all participants will be required to present their ID / passport. For more information about processing of personal data in the context of access control to Cedefop's premises see:

https://www.cedefop.europa.eu/files/2021-10/record_-_fac_-_access_control_to_premises_dpo_20210922.pdf

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.

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, 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;
- For access control to Cedefop premises, security and health reasons, all participants will be required to present their ID / passport;
- Participant list: name and organisation will be included in the list of participants that will be made available to other participants;
- Photographs 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;
- Participants: participant lists and presentations will be shared with other attendees;
- Lists of speakers and selected photographs may be disclosed to the wider public (in case of publication or posting online);
- Designated Cedefop Finance Staff will receive completed reimbursement request forms and supporting documents in order to process reimbursements.

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.

Video recording of the event will be kept until minutes then destroyed. This will not exceed 6 months.

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.

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: 17 October 2024