



Specific Privacy Statement

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

ReferNet Partnership Forum (PaFo) Zagreb, 13-14 May 2024 Co-organised by Cedefop and the Agency for VET and Adult Education (AVETAE) Hosted by AVETAE - Physical event

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 ReferNet PaFo meeting in Zagreb involves:

- invitation/registration of participants; registration will be done by using an online EU Survey form provided by Cedefop following consultation and cooperation with AVETAE that is hosting the event;
- management of contact data and mailing lists;
- creation/distribution of participant lists provided that consent has been given;
- capture/use of photographs; 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 as well as ReferNet Croatia's or AVETAE's websites or social media channels;
- a brief biography and photo of speakers could be published on Cedefop's, provided that consent and information is given and sent by the speakers;
- access control to AVETAE's premises;
- EU Survey will be used for anonymous event assessment.

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 such as: a) the creation of participants lists for distribution to participants, b) taking of photographs and videos for communication of the event to the wider public, c) publication of speakers' CV and photo on Cedefop's, ReferNet Croatia's and AVETAE's website.

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, e-mail address), participation in organised meals, menu choices and special dietary requirements. In addition to the above, participants may be given the opportunity to indicate the form of transport they intend to use, their choice of hotel and other individual requirements

e.g. those pertaining to mobility.

- For speakers at the event, a brief biography/CV with photo may be published on Cedefop's, ReferNet Croatia's and AVETAE's websites in the context of the event, providing that consent is given. The presentations of speakers will be collected and processed and made available to other participants and members of the network.
- Participant list: name, position, organisation, business phone number and e-mail address will be included in the list of participants that will be made available to other participants and members of the network following your consent.
- Photographs and video recordings may be taken at the event, in which participants might appear providing that consent has been given, such material may be used, reproduced, distributed and communicated to the public for any other purposes by Cedefop or AVETAE on websites or other information tools, such as social media or electronic or printed publications.

Access to your information and recipients of the processed data

The recipients of your data may be:

- Cedefop staff, AVETAE staff as well as AVETAE sub-contractors (i.e. travel agency/PCO), acting on Cedefop's and on AVETAE's behalf involved with the organisation of the event.
- Assigned staff including security and other sub-contractors that their services are needed for organisational reasons, such as control of access to AVETAE's premises.
- Participants: Participant lists and presentations will be shared with other attendees and members of the network via Drupal platform and AVETAE's web site following your consent.
- Lists of speakers, speaker biographies 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 and AVETAE 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, photographs, reports and related documents will be kept in Cedefop's records bank only and 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: 22 March 2024