



Specific Privacy Statement

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

Virtual 2022 PaFo – ReferNet 2022 Partnership Forum

Virtual event

5-7 April 2022

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.

Data processor

The data processor involved in this processing activity is Microsoft Teams (conferencing platform used for the operation of the virtual meeting).

Purpose of processing

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

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 may be recorded using Teams functionality for the first and second day of the meeting (5 and 6 April 2022);
- 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 (a) of Regulation (EU) 2018/1725 i.e. the processing is necessary for the performance of a task carried out in the public interest. In that it supports dissemination and awareness raising, defined as core tasks of Cedefop in Regulation (EU) 2019/128, and Article 5(d) in that the upload of a photograph by participants is optional.

Potential transfers to third countries

Cedefop implements measures that disable telemetry / diagnostic and service data Transfers to third countries: Microsoft Teams may involve transfers of personal data to Microsoft US. Such transfers are based on the safeguards under chapter V of EUDPR including the Standard Contractual Clauses 2010/87 attached to the Data Protection Addendum to DI/07670 ILA contract with Microsoft Ireland Operations Limited. Microsoft Teams

licenses purchased under EC Directorate for Informatics (DIGIT) - DI-7720 Software for innovation, diversity & evolution (SIDE II) - Reseller: BECHTLE BRUSSELS.

Data processed

- Data provided by participants and necessary for the organisation of the event and list of participants: country, full name, role in ReferNet/DGVT, institution and e-mail address
- Participant comments made in the chat room and the audio/video recordings of the meeting sessions.
- Screenshots and quotes captured during the event.

Access to your information and recipients of the processed data

- Cedefop staff involved with the organization and follow up of the event.
- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or other necessary follow up on this event.
- ReferNet members will have access to related materials through the ReferNet platform.
- Participants in the event will access the list of participants and all the content related to the event.
- List of participants may be shared with Cedefop colleagues who need to follow up on this event for purposes including communication activities or performance evaluation

Retention of data

Personal data collected by Cedefop will be retained to permit effective organization of the event, its required follow-up and for historical purposes.

Rights of data subjects

In case you wish to verify what personal data is stored, have it modified, corrected or deleted, or if you have questions regarding the personal data processed by Cedefop in the context of this event, please use the contact information below, explicitly specifying your request. If you have given consent to any of the related processing activities, this can be withdrawn at any time, without undermining the lawfulness of processing undertaken until that point.

Queries and concerns regarding the processing of your personal data may also be addressed to Cedefop's Data Protection Officer at the following email: DATA-PROTECTION-OFFICER@cedefop.europa.eu

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

Contact information

Email: DATA-PROTECTION-OFFICER@cedefop.europa.eu

Phone: (+30) 2310 490170

UPDATED: 29 March 2022