



Privacy Statement on the protection of personal data in relation to

Establishment and management of staff personal files

All personal data 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter – Regulation 2018/1725).

1. Who is the controller regarding the processing of your personal data?

The controller is Cedefop and the responsible department is the Department for Resources and Support (DRS), HR Service.

2. What is the purpose of processing your personal data?

The purpose of processing is to establish and manage staff personal files. Data collection begins when a successful candidate accepts a job offer from AIPN. The future staff member provides the data at the request of the HR Service, which manages and updates the personal files, periodically asking staff to confirm or review this information during their career. The collection of documents for personal files concludes when the individual's employment with Cedefop ends. In the event of an inter-institutional transfer, Cedefop transmits the personal file to the recruiting institution upon their request and with the consent of the staff member concerned. Data are collected in accordance with the Staff Regulations and for audit purposes.

3. What personal data are collected and processed?

The following personal data are processed: personal information and all records related to employment at Cedefop, including selection and recruitment, administrative status, rights and obligations, career development, social security, and end of service. Special categories of sensitive data within the meaning of Article 10 of the EUDPR are collected, such as, but not limited to, data required to grant allowances to the data subject, medical fitness to work, information relating to criminal convictions, and if applicable, details of disciplinary measures, complaints, and legal proceedings.

4. What is the legal basis for the processing of your personal data?

Personal data is processed based on:

Article 5(1)(a) of Regulation (EU) 2018/1725 – necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.

Article 10(2)(b) of Regulation (EU) 2018/1725 – necessary for or the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Article 10(2)(h) of Regulation (EU) 2018/1725 – necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union law or pursuant to contract with a health professional and subject to conditions and safeguards.

Articles 26, 28 and 33 of the Staff Regulations and Articles 11, 12, 13, 82, 83, 128 and 129 of the Conditions of Employment of Other Servants.

5. Who has access to your personal data and to whom they are disclosed?

Access to your personal data is granted to:

Internal recipients

Cedefop's staff internally responsible for audit and review activities, as well as staff of contractors providing audit and review services to Cedefop, may access the personal data collected through this processing operation to the extent necessary for carrying out their duties or exercising their rights. Namely: Staff Members, Cedefop's Executive Director, HR Service, Finance & Procurement Service, and Accountancy.

External recipients

They can access relevant data only on an as-needed basis: the Paymaster's Office of the Commission (PMO), the Joint Sickness Insurance Scheme (JSIS), the European Personnel Selection Office (EPSO), and other EU agencies/institutions in the event of inter-institutional mobility.

6. For how long are your personal data kept?

Personal data will be kept for 8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 100 years after the recruitment of the person.

7. Are there any transfers of your personal data to countries outside the EU/EEA?

N/A

8. What are your rights and how can you exercise them?

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

You also have the right to object to the processing of your personal data.

To exercise the mentioned rights, you may contact the controller by sending an email to: hr-data-protection@cedefop.europa.eu.

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.

For further inquiries, you may refer to Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu). Finally, if you consider your data protection rights have been breached, you may lodge a complaint with the European Data Protection Supervisor as the supervisory authority using a dedicated complaint form: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en (see further contact information at https://edps.europa.eu/about-edps/contact_en).

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