



Privacy Statement on the protection of personal data in relation to

Tax Withholding List

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 Executive Director's Office/Accountancy.

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

The purpose of the processing is to abide by a legal obligation to withhold 20% or 3% (as appropriate) of the amounts paid to natural persons or legal entities offering technical or consulting services and pay it directly to the tax office.

3. What personal data are collected and processed?

The following personal data are processed: considering persons: suppliers offering services of technical or consulting nature (natural persons or/and the representatives of legal entities), considering data: invoice data, as evidenced by the scanned document.

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.

Specific legal basis for the processing of personal data of persons providing services to Cedefop is undertaken for tax withholding purposes, according to the relevant Greek tax legislation.

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

Access to your personal data is granted to:

Internal recipients

Finance service, Accountancy service, 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. If necessary, data could also be provided to OLAF.

External recipients

Greek tax authorities; Greek VAT office; IAS; Court of Auditors; external contractor (accounting or legal firm), if any.

6. For how long are your personal data kept?

Personal data included in the supporting documents for the accounting system and for the preparation of the accounts referred to in the financial rules shall be kept for maximum ten years from the calendar year that the obligation to pay the withholding tax has been generated.

The European Commission, DG BUDG, owner of the financial systems ABAC and SUMMA, keeps relevant personal data in the system for a period specified in the Privacy statement published [here](#).

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: accounting@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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