



Privacy Statement on the protection of personal data in relation to

Data Subjects' Requests

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/ role is Executive Director's Office/ Data Protection Officer.

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

The purpose of the processing is to cover responding to requests of data subjects with regard to all issues related to processing of their personal data and to exercise their rights conferred upon them by Regulation (EU) 2018/1725 in the context of performing the Agency tasks, including performing the required checks as foreseen by law and performing the relevant administrative tasks required to respond to the data subject. Also to give control to data subjects over their personal data held by the Agency.

3. What personal data are collected and processed?

The following personal data are processed:

- First and last name;
- Email address/ contact number;
- Information from official identification document (ID, driver's license, passport, or any other official document that verifies identity). For this purpose, Cedefop will only require certain information (e.g., issuing authority, first and last name, date of issue or expiry date). Other information on the identification document should be redacted where possible;
- Any other personal data that the data subject communicates to the Agency (e.g., phone number, postal address).
- If the request is done by an individual on behalf of the data subject, the Agency may also process the abovementioned personal data of him/her.

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 5(1)(b) of Regulation (EU) 2018/1725 – necessary for compliance with a legal obligation to which the controller is subject, under Articles 14-24 of Regulation (EU) 2018/1725.

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 responsible for addressing the request.

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.

External recipients

Data subject.

6. For how long are your personal data kept?

The files containing the management of data subject rights are kept for 10 years, and then eliminated. Those records within these files that may include special categories of data will be eliminated prior the end of retention period established for 10 years, following the relevant records processing operation.

The copy of the identification document will be kept only until the identity has been verified. After verification, the Agency will record that the verification took place (e.g., 'ID checked on [date]') rather than storing the full copy.

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: info@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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