

Cedefop record of processing activity

Record of Cedefop activities processing personal data, based on Article 31 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 1247/2002/EC.

Nr.	Item	Description
<i>Data Subjects' Requests</i>		
1.	Last update of this record	30/09/2025
2.	Reference number	RB2025-1948425193-2526
3.	Name and contact details of controller	<u>Cedefop – European Centre for the Development of Vocational Training</u> Postal address: Cedefop Service Post, Europe 123, 570 01 Themi, GREECE Telephone: (+30) 2310 490111 Email: info@cedefop.europa.eu Responsible department or role: Executive Director's Office/ Data Protection Officer
4.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Very short description and purpose of the processing	The purpose of 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. The legal basis of the procedure is: Article 5(1)(a) and Article 5 (1)(b) of Regulation (EU) 2018/1725 - legal obligation under Articles 14-24 of Regulation (EU) 2018/1725.
8.	Description of categories of persons whose data Cedefop processes and list of data categories	The personal data processed are those collected directly from the data subject or from a person acting on behalf of the data subject when submitting the data subject request and during subsequent communications with the Agency. The Agency may request an official identification document to ensure the security of processing and minimize the risk of unauthorised disclosure of personal data. As data controller, the Agency must be able to identify which data relate to the data subject and verify the identity of the individual in case of doubts. The following personal data are collected: • 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.
9.	Time limit for keeping the data	The time-limits for storing personal data are as follows:

		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.
10.	Recipients of the data	Cedefop's staff responsible for addressing the request. Cedefop's staff internally responsible for audit and review activities, as well as staff of external contractors providing audit and review services to Cedefop, may have access to the personal data collected through this processing operation to the extent necessary for carrying out their activities. Data subject.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures where possible.	Cedefop implements a number of technical and organisational security measures to address, among others, online security (firewall, URL filtering, antivirus programs), risk of data loss and alteration (back-up and restore policy), as well as to grant access to its information and documents only to authorised users based on a 'need to know' principle (through authentication and authorisation procedures, encryption). Cedefop has also put in place appropriate incident handling and personal data breaches procedures. Compliance with these measures is ensured through Cedefop's ICT Use and Security Policy, which is regularly reviewed for improvements.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	A Privacy Statement is made available to data subjects by publication on the Cedefop web portal.