



Privacy Statement on the protection of personal data in relation to

Maintenance of Records of processing activities

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 make available to the public (within the principle of transparency and accountability) how the Agency is facilitating and managing the rights of individuals, to be compliant with EU law requirements in the area of data protection. It serves for monitoring internally all-data related activities and keep the privacy governance on high level; also for auditors reviewing the practices and EDPS inspections.

3. What personal data are collected and processed?

In this processing operation, data collected at the time of the creation and/or update of specific records of processing activities are processed and stored as an inventory list. These data may include, for example:

- Names, last names or abbreviation
- Job titles and positions
- Personal or professional addresses
- Information linked to the professional description of Cedefop staff member in charge of each processing operation
- External professional contacts if their data appears in documentation
- Other types of personal data contained in related documents

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

Personal data is processed based on:

Article 5(1)(b) of Regulation (EU) 2018/1725 – necessary for compliance with a legal obligation to which the controller is subject, under Article 31 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:

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.

All Cedefop departments.

6. For how long are your personal data kept?

The existing inventory will be saved in RecordsBank on yearly basis. These records are kept for 10 years, and then permanently kept at Cedefop historical archives.

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.

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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