

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>Maintenance of Records of processing activities</i>		
1.	Last update of this record	30/09/2025
2.	Reference number	RB2025-1948425193-2530
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.	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)	Cedefop – European Centre for the Development of Vocational Training info@cedefop.europa.eu
7.	Very short description and purpose of the processing	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. The legal basis for the processing activity is: Article 5(1)(b) of Regulation (EU) 2018/1725 - legal obligation under Article 31 of Regulation (EU) 2018/1725.
8.	Description of categories of persons whose data Cedefop processes and list of data categories	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
9.	Time limit for keeping the data	The time-limit for storing personal data is as follows: 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.
10.	Recipients of the data	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. All Cedefop departments.

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.