



## **Privacy Statement on the protection of personal data in relation to**

### **Personal Data Breaches**

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 identify situations where there occurs a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed; and to secure the situation of assessing and examining the scope and severity of personal data breach and measures to be taken. Also, documenting, and, if needed, communicating the personal data breach to EDPS and/or to data subject.

#### **3. What personal data are collected and processed?**

The following personal data are processed:

- contact details of the controllers and delegates controllers of Cedefop involved in a personal data breach;
- contact details of Cedefop staff who inform the Data Protection Officer of a personal data breach, and/or are involved in managing the personal data breach;
- contact details of any other individual who informs the Data Protection Officer of a personal data breach;
- contact details of the responsible staff of Cedefop's processor (if relevant) who inform the Data Protection Officer of a personal data breach, and/or are involved in managing the personal data breach;
- contact details of the staff of the EDPS who request the cooperation of the Data Protection Officer when they are verifying the Cedefop's compliance with Regulation (EU) 2018/1725 as regards personal data breaches;
- other contact details of staff who were involved in the incident;
- personal information of the individuals who were affected by the breach. The provision of the above-mentioned personal data is necessary for the efficient monitoring by the Data Protection Officer and supervision of compliance by the EDPS.

#### **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 Articles 33-35 of Regulation (EU) 2018/1725; notification to the EDPS.

## **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 carrying out this processing operation.

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.

### External recipients

Data subject.

Staff of the EDPS who request the cooperation of the Data Protection Officer when they are verifying the Cedefop's compliance with Regulation (EU) 2018/1725 as regards personal data breaches.

## **6. For how long are your personal data kept?**

The files containing personal data breaches 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.

## **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](mailto: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](mailto: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](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) (see further contact information at [https://edps.europa.eu/about-edps/contact\\_en](https://edps.europa.eu/about-edps/contact_en)).

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