



Privacy Statement on the protection of personal data in relation to

Electric vehicles charging

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 is Department for Resources and Support (DRS)

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

The purpose of the processing is to support the operation of Electric vehicles charging. Cedefop has installed chargers for electric vehicles (EVs) in the garage offering the capability for Cedefop staff members to charge their EVs. The cost to be charged to the staff members is the price of Kwh per month (as charged to Cedefop by its electricity provider) minus a 25% reduction. The process is the following:

- a) The staff member retrieves a 'token' from the security booth which is used to activate the charger and plug it to the EV.
- b) Upon completion, the staff member reads the number of consumption in KWh, returns the token to the security guard and informs them about the current total consumption. This information will be recorded by the guard.
- c) at the end of each month, the record of consumption will be shared with Facilities and general support
- d) every 3 months, the totals amounts to be charged per staff member will be shared with Human resources and an email will be sent to each user specifying the Kwh consumption for the past 3 months and the related cost. The amount will then be deducted from the next salary.

3. What personal data are collected and processed?

The following personal data are processed: Staff member's first name, last name, energy consumption (KWh), total cost, date.

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

The legal basis for the processing activity is:

Article 5(1)(d) of Regulation (EU) 2018/1725 - data subjects have given consent to the processing of their personal data for the purpose of offering to staff members the possibility to charge their EVs through the chargers for EVs installed at Cedefop premises and controlled by Cedefop.

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 Facilities and general support employees access personal data (total energy consumption per person) in order to calculate the total cost based on the monthly electricity bills and send it to Human Resources every three months.
- Cedefop's Human resources employees access personal data (total energy cost per person) in order to order to send it to the PMO every three months.
- Cedefop's staff internally responsible for audit activities, as well as staff of external entities providing audit 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

- Cedefop's Security guards (external contractor)
- EU Paymaster Office (PMO) receives personal data of Cedefop staff members (total energy cost per person) every three months in order to deduct the corresponding amounts from salaries.
- Microsoft Ireland Operations Ltd., as the provider of Cedefop's Sharepoint (the tool for processing and storing information and documents by Cedefop), will have access to the personal data stored therein;

6. For how long are your personal data kept?

Personal data will be kept up to a maximum period of 5 years as stated in the Salary Administration category at Cedefop Records Classification Plan and Retention Schedule. The starting point of this time period shall be the 1st of January of the year after.

7. Are there any transfers of your personal data to countries outside the EU/EEA?

Microsoft Ireland Operations Ltd., as the processor for Sharepoint (the tool for storing information and documents by Cedefop) may transfer limited sets of personal data for technical support purposes to Microsoft Corporation located in the US. Such transfers are covered by the adequacy decision for the EU-US Data Privacy Framework, of which Microsoft Corporation is an active participant.

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.

If you have given your consent to any of the related processing activities, this can be withdrawn at any time, without undermining the lawfulness of processing undertaken until that point.

To exercise the mentioned rights, you may contact the controller by sending an email to: facilities@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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