



Privacy Statement on the protection of personal data in relation to Intranet

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 for Communication is InternalCommunication@cedefop.europa.eu

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

Omnia Intranet is a comprehensive intranet platform designed to enhance internal communication, collaboration, and knowledge management within organisations. It integrates with Microsoft 365, building upon and enhancing the out-of-the-box intranet features and functionality provided by SharePoint. The purpose of the processing is the provision of the technical solution and related support.

Furthermore, intranet is the internal platform used within Cedefop, for the management of a variety of information that is critical to the running of the agency. These can be the personal data of staff or internal announcements on various topics that concerns Cedefop staff such as recruitment data, performance reviews, training and development records, important Cedefop's milestones and information on the working environment. In addition, it manages data related to the agency's policies, reports, and training materials, as well as project plans or task assignments.

3. What personal data are collected and processed?

The following personal data are processed:

The categories of persons whose personal data are processed are Cedefop staff members, Seconded National Experts, trainees, interim agents, staff of external contractors.

Categories of personal data:

- Personal information: first name, last name, photo.
- Professional information: job title, department, phone number, email address, responsibilities and skills.
- Staff records: start date, end date, promotions.
- HR records: performance reviews, medical services, onboarding staff etc.
- Policies and procedures: manuals, guidelines, operating procedures.
- Internal communications: newsletters, announcements, news.
- Meetings: calendar events, meeting notes, agendas, training materials.
- Project management: project plans, timelines, reports, task assignments.
- Documents and files: shared documents, presentations, spreadsheets.

- Collaboration tools: data from team collaboration tools and shared workspaces.
- Internal messaging: chats, comments.
- Feedback and surveys: responses from meetings, feedback polls.
- Resource directories: staff directory, department directory, contact information.
- Usage analytics: page views, user engagement metrics, navigation patterns.

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

The legal basis for the processing activity is:

Article 5(1)(a) of Regulation 2018/1725.

Intranet serves as a centralised hub enabling staff to work and collaborate online more efficiently and effectively. To enhance efficiency, collaboration, knowledge-sharing, and well-being, a unified platform is essential for providing accessible and relevant information. The decision to develop a new intranet was driven by the recognition of the limitations of our current intranet and the need for a more efficient and integrated platform to better meet staff needs.

Article 5(1)(d) of Regulation 2018/1725, i.e. consent, for publishing photos of data subjects on intranet.

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 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

- Omnia, the vendor providing the software tool, also offers support coordinators based within the EU for first-line assistance, with support staff available in Sweden or Denmark.
- Staff and sub-contractors of the externally contracted PCO (Professional Conference Organiser).

6. For how long are your personal data kept?

Personal data will be kept up to a maximum period of 15 years to start counting at the end of the calendar year when the information is published/displayed at the intranet.

Photos are retained only for the minimum period of one year after the person has left the service.

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.

You also have the right to object to the processing of your personal data.

If you have given 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: InternalCommunication@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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