



Privacy Statement on the protection of personal data in relation to

Requests for visits to Cedefop

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 ('Regulation 2018/1725').

1. Who is the controller regarding the processing of your personal data?

The controller is Cedefop (European Centre for the Development of Vocational Training)

Each Cedefop's department is responsible for the data processing related to the event that they organise.

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

Requests can be made for individuals or groups of people to visit Cedefop. Data provided via a request form allows assessment of the request and follow-up with the requestor. If visits are approved, additional information is collected concerning the participants. The names are collected so that security can be informed regarding access to the premises. Additional information on job titles and organisation is collected so that the visit can be tailored, if necessary, to the needs and profile of the group.

The purpose of the data processing is to coordinate and ensure efficient organisation and management of the visit and to carry out follow-up actions, which may involve various activities before, during and after the visit, such as handling visit requests, participant registration, multimedia coverage and communication with participants. For more information on the purposes of this processing activity, please refer to [the respective Record of Processing Activities](#).

3. What personal data is collected and processed?

Personal data will be collected, used, and kept only to the extent necessary for the above-mentioned purposes. The following personal data may be processed:

Information necessary to organize the visit:

- The person submitting the request is required to provide, along with basic information about aim of the visit and the group composition, the following personal data: Name; Job title; Organisation; Email address; Telephone number; Group leader (if applicable).

Visitor registration:

- Identification and contact data, including title, last name, first name, organisation/company.
- Indication of whether attendance at the meeting/event will be online or in-person.
- In case the event is hosted in-person:



- type, number and validity/expiration date of an official identification document (passport or ID card), car plate (if parking is needed) for participants who do not have a badge of an EU institution, Body or Agency and for events taking place outside Cedefop's premises.
 - Individual requirements (if any pertaining to diet or mobility).
 - Depending on the event, information on accommodation or travel schedules may be collected to facilitate the event's organisation. This information will be processed only to ensure that these requirements are considered and will not be used or stored beyond that single event
- To collect this data, Cedefop asks the person who submitted the visit request to gather participants' information and complete an Excel file, which is then sent to Cedefop.

Visitor information to access the building:

- Cedefop's security contractor or assigned staff will have access to a list of in-person participants, which includes the following information: first name, last name, contact details and organisation.
- Participants will then be required to present ID at the security booth when entering Cedefop's premises prior to the visit. Please see [Cedefop's privacy statement on access control](#).

Online and hybrid visits:

- Visits may be hosted using video-conference tools, which may process content data (meeting and conversation chats, voicemail, shared files, recordings and transcriptions), profile data (email address, profile picture, phone number), call history, call quality data, support/feedback data, diagnostic and service data. The list of participants' names (as encoded by the participants) is available for each participant for the duration of the online event/meeting. The platform used for this scope is MS Teams, Microsoft Ireland Operations Ltd. Please refer to [MS Teams privacy statement](#) for the full set of personal data processed.
- If the event is recorded, consent will always be obtained beforehand, and participants will be notified no later than the time of registration.

Surveys and Questionnaires

- During the meeting/event, participants may be invited to complete online questionnaires to share their thoughts and feedback via the above-mentioned streaming platform. The platform used may process your content data (answers you provide to the questions), some users' technical data (e.g., device data, log data, location information, IP address) and cookie information. In certain meetings/events, anonymous feedback collection may occur.
- In addition, Slido might be used for questionnaires for both in-person and online events/meetings. Cisco Systems, Inc. and its subsidiaries may process your personal data, please refer to [Cisco privacy statement](#) for the full set of personal data processed. Alternatively, when an external contractor is involved in organising a meeting/event, a different platform may be used, and participants will be informed at the time of



registration.

- Anonymous feedback on the meeting/event may be solicited after the event. To collect these data, we use the platform EUSurvey, which collects credentials and user data to access the platform, please see [EUSurvey privacy statement](#). If an alternative registration platform is used, it may have access to similar categories of personal data.

Pictures and Videos

During the visit, Cedefop might propose to participants taking photographs or videos to promote the visits and Cedefop's activities, for example by being posted on one of Cedefop's social media channels. Visit participants can provide their consent or not to be included in the photographs. If minors are present, such photographs will not be taken.

Note: Cedefop is not responsible for recordings (such as photographs or videos) taken, shared, and published by participants, including journalists and other members of the press not contracted by Cedefop.

4. Who will access your personal data?

The following (categories of) recipients may have access to your personal data:

- Designated Cedefop staff members responsible for the organisation, management and follow-up of the visit and other staff members based on the 'need to know' principle. Such staff abide by statutory, and when required, additional confidentiality agreements.
- External experts and contractors (e.g. security staff) who are involved in organising the meeting/event who are bound by specific data protection contractual clauses and by confidentiality obligations.
- When EUSurvey is used to register participation in or to ask for feedback about the visit, the European Commission may process your personal data.
- For hosting online and hybrid meetings/events using MS Teams, Microsoft Ireland Operations Ltd. collects and processes your personal data. Alternatively, when an external contractor is involved in organising a meeting/event, a different video-conference platform may be used.
- Cedefop staff who are internally responsible for audit and review activities, as well as staff of external entities providing audit and review services to Cedefop may have access to personal data collected through this processing operation, to the extent necessary for carrying out their activities.

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

The lawfulness of the processing is defined by Article 5(1)(a) of Regulation (EU) 2018/1725 since it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Cedefop, according to its founding Regulation (EU) 2019/128. In addition, for certain processing activities the lawfulness of the processing is defined by Article 5(1)(d) of Regulation 2018/1725, which requires that participants be informed and provide their consent when necessary.



More specifically, participants' consent is required for the following activities:

- The video recording and web streaming of the meeting/event. For this reason, by having their camera turned on, participants are providing their consent for having their image recorded.
- Taking and publishing photographs or videos and communication materials created out of them in Cedefop's intranet and/or website and social media channels, such as X, LinkedIn, Facebook, Instagram, and YouTube.
- Taking part in online questionnaires during the meeting/event or providing feedback about the meeting/event after it (by answering the questionnaire, you provide your consent).
- Receiving informative material on Cedefop's activity as well as invitations to events Cedefop may organise. Information requested: first name, last name, country, email, organization.

Explicit consent under Article 10(1)(a) of the Regulation (EU) 2018/1725 might be also requested for collecting and managing information on dietary requirements if catering is provided during the visit.

Note: Consent is not required for processing personal data for journalistic purposes or news coverage.

6. For how long are your personal data kept?

- Participants' data collected during the registration phase in the form of online form or participations list will be kept by Cedefop for 1 year, starting from the last related communication with participants.
- MS Teams chat messages, metadata, and similar data will be stored for 3 years and then will be deleted. MS Teams Recordings are deleted automatically after 60 days.
- All project-related documentation and more specifically agendas, presentations, photographs and audio/video recordings, participants' list, background paper and related correspondence will be kept by Cedefop for 10 years, starting from the last related communication with participants.
- Contributors' names, photos, titles, organisations, biographies, presentations and social media identifiers if applicable, as well as videos, audio and photos from the event, will remain online (e.g. on Cedefop's website or Intranet) for 10 years from the date of the publication.

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

MS Teams (Microsoft Ireland Operations Ltd.) may transfer personal data for technical support purposes to Microsoft Corporation located in the US and to the entities affiliated to it. Such transfers are based on the European Commission's adequacy decisions or Standard Contractual Clauses. Please refer to the specific privacy statement.

8. How do we protect and safeguard your data?



For more information on the technical and organisational security measures implemented at Cedefop, refer to [the respective Record of Processing Activities](#).

9. What are your rights and how can you exercise them

You have the right to request to 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 Cedefop's Conference Service (Cedefop-ConferenceService@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 requests.

For further inquiries concerning your data, you may refer to Cedefop's Data Protection Officer (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](#): (see further [EDPS contact information](#)).

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