



Privacy Statement on the protection of personal data in relation to

the Call for the Expression of Interest (CEI) for remunerated experts' services

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 DRS/Finance & Procurement Service.

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

The purpose of the processing is the selection and management of a list of experts that can support Cedefop in achieving its tasks in accordance with the multi-annual Single Programming Document. These experts may be further engaged by Cedefop in the course of one or more the projects/tasks run by the Agency. The establishment of the list promotes transparency and fairness, as far as external experts are concerned.

3. What personal data are collected and processed?

The following personal data are processed:

For the selection procedure: name and address of the applicant; CV of the applicant; application form for the Call for expression of interest (CEI); solemn declaration that candidates are not in a situation of conflict of interests; results of the selection procedure (as provided by the evaluation committee).

After the selection is concluded, a list of experts is produced with name, contact details and fields of expertise. This list is continuously updated (as the selection procedure is repeated at least once within each calendar year).

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

Personal data is processed based on Article 5(1)(a) of Regulation (EU) 2018/1725 - necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body - and particularly as set forth in Regulation (EU) 2019/128, namely the provisions establishing the tasks for Cedefop (as the contribution of external experts to Cedefop's work is important for the achievement of the Agency's tasks), as well as Article 242 of the Financial Regulation (EU) 2024/2509.

5. Who has access to your personal data and to whom they are disclosed?

Access to your personal data is granted:

- For audit and review activities: Cedefop's staff internally responsible for audit and review activities, as well as staff of contractors providing audit and review services to Cedefop, may access the personal data collected through this processing operation to the extent necessary for carrying out their duties.
- For the selection procedure: designated members of Cedefop staff (Procurement Team, appointed members of the evaluation panel).
- For the selected Experts List: all Cedefop staff members that carry out projects in line with the multi-annual Single Programming Document of the Agency. The data may also be available to EU bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office – OLAF).

6. For how long are your personal data kept?

- After the end date of validity of the CEI list, personal data will be stored for 5 years and afterwards they will be eliminated.
- After the signature of the last contract concluded with a procedure based on the CEI list where the candidate was unsuccessful, personal data will be stored for 5 years and afterwards will be eliminated.
- After the last financial / accounting operation (e.g. payment or recovery order) of the last contract concluded under a procedure based on the relevant CEI list for which the candidate was a successful tenderer, personal data will be stored for 10 years and afterwards will be eliminated.

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

Microsoft Ireland Operations Ltd., as the provider of Cedefop's SharePoint, processes and stores most of the data, including all content data and all customer data at rest, in the EU/EEA (geolocation of Cedefop as the tenant). Limited sets of personal data might be transferred for provision of the services and technical support purposes to Microsoft Corporation located in the US and acting as a sub-processor. Any transfers to Microsoft Corporation are covered by the adequacy decision of the EU-US Data Privacy Framework (2023), 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.

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

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

DATE: 09th February 2026