

Cedefop record of processing activity

Intranet

Record of Cedefop activities processing personal data, based on Article 31 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 1247/2002/EC.

Nr.	Item	Description
Intranet		
1.	Last update of this record	20/11/2024
2.	Reference number	CDFNOT112
3.	Name and contact details of controller	Cedefop – European Centre for the Development of Vocational Training Postal address: Cedefop Service Post, Europe 123, 570 01 Thessaloniki, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu Responsible department or role: Department for Communication (DCM)/Internal communication function Contact form for enquiries on processing of personal data to be preferably used: InternalCommunication@cedefop.europa.eu
4.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A

6.	Name and contact details of processor (where applicable)	• Omnia, provider of the software tool (Peter Dietrich peter.dietrich@omniaintranet.com). Support coordinators of Omnia, based within the EU for first-line assistance, with support staff available in Sweden or Denmark. The categories of personal data processed by Omnia are name, email, phone number, username, geographical location- country or region, department, title, manager, photo, location – city. • Staff and sub-contractors of the externally contracted PCO (Professional Conference Organiser).
7.	Very short description and purpose of the processing	Purpose of the processing: 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.
8.	Description of categories of persons whose data Cedefop processes and list of data categories	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.
9.	Time limit for keeping the data	The time-limits for storing data of new intranet are as follows: retention period of 15 years to start counting at the end of the calendar year when the information is published/displayed at the Intranet.
10.	Recipients of the data	Internal recipients • All Cedefop staff members, Seconded National Experts, trainees, interim agents • Staff of external contractors • 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 • PCO (Professional Conference Organiser)

11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures where possible.	Cedefop implements technical and organisational security measures for granting access to its information and documents in compliance with its ICT Use and Security Policy. Omnia's security measures are based on ISO 27001 as well as Microsoft's M365 and Azure security measures are based on ISO 27001, SOC and other international security standards.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Privacy statement available in Cedefop's Records Bank.