

Cedefop record of processing activity

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
<i>Electric vehicles charging</i>		
1.	Last update of this record	27/08/2024
2.	Reference number	CDFNOT114 – Electric vehicles charging
3.	Name and contact details of controller	<u>Cedefop – European Centre for the Development of Vocational Training</u> 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 Resources and Support (DRS) / Facilities and general support Facilities@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)	External contractor providing Security Guard and Associated Services for the Cedefop premises: G4S SECURE SOLUTIONS S.A. (sec@cedefop.europa.eu)

		Microsoft Ireland Operations Ltd., as the processor for Sharepoint (the tool for processing and storing information and documents by Cedefop). Contact details: South Country Business Park, One Microsoft Place, Leopardstown, Dublin 18, D18 P521, Ireland, Tel. +353 1 706 3117.
7.	Very short description and purpose of the processing	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 is shared with Facilities and general support; d) Every 3 months, the total amount 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.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	Categories of data subjects: CEDEFOP staff members (including officials, temporary agents, contract agents) and SNEs that are included in Cedefop's payroll. Categories of data: - Client data: first name, last name. - Transaction data: Energy consumption (KWh), total cost, date.
9.	Time limit for keeping the data	The time-limits for storing data of Electric vehicles charging are as follows: As records, the data will be kept in the Records Bank for administrative and legal purposes for 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 1 st of January of the year after.
10.	Recipients of the data	<u>External recipients</u> • Staff of Cedefop's external contractor for security guards • 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 processor for Sharepoint (the tool for processing and storing information and documents by Cedefop). <u>Internal recipients</u> • Staff of Cedefop's Facilities and general support 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. • Staff of Cedefop's Human Resources 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.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	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.
12.	General description of security measures where possible.	• All data processing is confidential; • Access is strictly limited to authorised staff and communicated via email; • Both technical and administrative security measures are taken to guarantee secure processing; • Access to personal data is protected granted on a "need to know" basis;

		• The external contractor has the capacity, experience and knowledge to protect the data from unauthorised access. Generally Cedefop implements a number of technical and organisational security measures to address, among others, online security (firewall, URL filtering, antivirus programs), risk of data loss and alteration (back-up and restore policy), as well as to grant access to its information and documents only to authorised users based on a 'need to know' principle (through authentication and authorisation procedures, encryption). Cedefop has also put in place appropriate incident handling and personal data breaches procedures. Compliance with these measures is ensured through Cedefop's ICT Use and Security Policy, which is regularly reviewed for improvements.
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 Record Bank.