

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>Requests for visits to Cedefop</i>		
1.	Last update of this record	05/06/2026
2.	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 <u>Responsible department or role:</u> Department for Communications (DCM) Cedefop-ConferenceService@cedefop.europa.eu
3.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
4.	Name and contact details of joint controller (where applicable)	N/A
5.	Name and contact details of processor (where applicable)	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.
6.	Very short description and purpose of the processing	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 visits requests. • Registering participants to a visit and compiling attendance lists to provide access to the event premises or a virtual interface. • Managing contact and mailing lists for invitations and disseminating information among participants and the public. • Supporting awareness-raising and follow-up activities to promote the visits and Cedefop's activities to relevant stakeholders and the public. • Facilitating multimedia coverage of the visit, including photo and/or video capture, web-streaming and audio or video recording. • Carrying out anonymous meeting evaluation and reporting. • Sending you invitations to future events Cedefop may organize. 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: <i>Consent is not required for processing personal data for journalistic purposes or news coverage.</i>
7.	Description of categories of persons whose data Cedefop processes and list of data categories	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:
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8.	Time limit for keeping the data	• 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.
9.	Recipients of the 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.
10.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	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.
11.	General description of security measures where possible.	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.
12.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	A Privacy Statement is made available to data subjects by sending it via email or providing a link to access it.