



Specific Privacy Statement

Processing of personal data in the context of the organisation of the event:

19th annual plenary meeting of ReferNet Virtual event 17-19 November 2021

All personal data collected by Cedefop or ProPager-Eurojeune, the externally contracted Professional Conference Organiser (PCO) acting on behalf of Cedefop, 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.

Data controller

The controller for this data processing activity is Cedefop.

Data processors

The following data processors are involved in this processing activity: a) ProPager-Eurojeune (PCO) and subcontractors organising the conference on behalf of Cedefop (under specific contract with Cedefop); b) Zoom Meetings conferencing platform (sub-processor of ProPager-Eurojeune) that is used for the online organisation of the event; c) Vimeo video hosting and sharing platform (sub-processor of ProPager-Eurojeune) that is used for recording and live streaming of the event and d) Jotform online form creator (sub-processor of ProPager-Eurojeune) used for the creation of the registration form.

Purpose of processing

To facilitate and ensure the efficient organisation and management of the virtual event and to support awareness-raising and promotion of the event.

Description of processing

The organisation and management of the virtual event involves the following:

- Participants will be invited to register online for the event with a personalized email (sent to them by the PCO) including a link to register (via Jotform platform).
- Registered participants will later receive from the PCO another email with a customized link to access the event.
- Management of contact data and creation of participants list.
- The virtual event will take place using the Zoom video conferencing system.
- Audio, video and chat contents will be recorded using Zoom functionality (under consent).
- Recording under consent in that participants who do not wish to have their image video or voice captured or recorded should ensure their cameras and/or microphones are turned off. They should also refrain from typing comments in the chat room, if they do not want their comments to be recorded
- Event recordings will be used by a professional minute taker (contracted by PCO) to write the meeting minutes.
- Quotes and images captured will be used by a graphic recorder (also contracted by PCO) to create info graphs or communication / promotional materials for the event.
- The event recordings will be stored in and streamed from Vimeo (links to these recordings will be made available on the ReferNet platform).
- Screenshots, quotes (and the communication / promotional materials created from them) might be published in Cedefop's and/or ReferNet web sites, electronic or printed publications, social media channels as well as the ReferNet platform.
- With consent: participants contact details will be included in Cedefop's contacts database (CRM).

Participants shall apply appropriate circumspection when disclosing any personally identifiable information or personally sensitive data since this information may be collected and used by other event participants.

Legal basis

The lawfulness of the processing is defined by Article 5 (a) of Regulation (EU) 2018/1725 in that it supports dissemination and awareness raising, defined as core tasks of Cedefop in Regulation (EU) 2019/128, and Article 5 (d), in that participants are informed accordingly and are asked to give consent where necessary.

Potential transfers to third countries

Please note that both Zoom and Vimeo might be transferring your personal data outside of the EU/EEA, in particular to the United States.

- Regarding the processing of personal data by Zoom, please consult the [Zoom Privacy Statement](#).
- Regarding the processing of personal data by Vimeo, please consult the Vimeo [Privacy Policy](#).

Data processed

- Data provided by participants and necessary for the organisation of the event, including: title, surname, first name, contact details (institution, position, country, phone number, e-mail address). In addition to the above, participants may be given the opportunity to indicate other contact information such as their social media accounts.
- Participant comments made in the chat room and the audio/video recordings of the meeting sessions.
- Speakers' quotes along with their name, surname, function and organisation.
- Screenshots and quotes captured during the event.
- Participants list: name, position, organisation, phone number and e-mail address.

Access to your information and recipients of the processed data

- Cedefop staff involved with the organisation and the promotion of the event.
- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or other necessary follow up on this event. Staff and sub-contractors of the externally contracted PCO (professional minute taker and graphic recorder), acting on behalf of Cedefop.
- ReferNet members will have access to event recordings and related materials through the ReferNet platform.
- Participants in the event will access the list of participants and all the content related to the event.
- Lists of speakers, speaker biographies and selected photographs/screenshots may be disclosed to the wider public (in case of publication or posting online).
- Participants contact details will be included in Cedefop's contacts database (CRM) with consent.

Retention of data

Personal data collected by Cedefop or by the PCO acting on behalf of Cedefop will be retained to permit effective organisation of the event and its required follow-up and for historical purposes.

Video recordings will be downloaded by the PCO after the event and then erased from the Zoom platform and local drives, upon Cedefop's approval. They will be stored in Vimeo and the ReferNet platform for 6 months after the event takes place.

Rights of data subjects

In case you wish to verify what personal data is stored, have it modified, corrected or deleted, or if you have questions regarding the personal data processed by Cedefop or the PCO external contractor in the context of this event, please use the contact Information below, explicitly specifying your request. 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.

Queries and concerns regarding the processing of your personal data may also be addressed to Cedefop's Data Protection Officer at the following email: data-protection@cedefop.europa.eu

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

Contact information

Email: DATA-PROTECTION-OFFICER@cedefop.europa.eu

Phone: (+30) 2310 490170

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