



Thesssaloniki, 20 October 2017

Privacy Statement

Protection of personal data in relation to registration to become ‘ambassador’ for *VET toolkit for tackling early leaving*

Identity of controller:

Irene PSIFIDOU

Expert, Department for Learning and Employability (DLE)

Purpose of the processing:

The purpose of the processing operation is to enable the promotion, dissemination and sustainability of Cedefop’s VET toolkit for tackling early leaving.

Description of the processing:

Participants can register to become an ‘ambassador’ for the *VET toolkit for tackling early leaving* by filling in an online form with questions on their profile and expertise. There will be an option to upload a photograph. The form will run on the conference organiser’s platform. After the registration period is over, the conference organiser will transfer all collected data to Cedefop. Data concerning the chosen ‘ambassadors’ will later be displayed on Cedefop’s website and an interactive map will be developed that shows the ‘ambassadors’ of every country. Those who are not chosen as ‘ambassadors’ will be contacted by Cedefop and asked if their contact data can be used to provide them with news and developments regarding the toolkit.

Categories of personal data processed:

The data undergoing processing are as follows:

- Name
- Surname
- Email address
- Country
- Job Title
- Institution
- Expertise (dropdown)
- Motivation (checkbox selection)
- Image (optional)

Lawfulness of the processing:

The lawfulness of the processing is defined by Article 5 (para. a) of Regulation (EC) 45/2001 in that it supports dissemination and awareness raising, defined as core tasks of Cedefop in the founding regulation.

Recipients of the data processed:

Data will be collected by the organisers of the conference (who will process data on Cedefop's behalf) and then transmitted to Cedefop where it will be processed by Cedefop's web team and DLE staff members responsible for the project concerning the *VET toolkit for tackling early leaving*.

Details concerning chosen 'ambassadors', including uploaded photograph (if applicable), will additionally be disclosed to the general public via the website.

The retention period of the collected personal data:

Data collected by the conference organiser on behalf of Cedefop will be deleted from their servers following transferral to Cedefop upon the closure of registration.

Data will then be retained by Cedefop for the duration of related activities concerning the *VET toolkit for tackling early leaving*.

The data subject's rights:

Data subjects have the right to access and rectify (under specific circumstances) their information, request their erasure, block and object about their processing on the cases foreseen in Articles 13,14,15, 16 and 18 of Regulation (EC) N. 45/2001.

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

Contact information of Cedefop's DPO:

data-protection-officer@cedefop.europa.eu

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