Specific Privacy Statement

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

Webinar 2025.7 3.c Deepening on Microcredentials - labour market sector relevance, quality, and inclusion

30 June 2025

All personal data collected by 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 and the responsible department is the Department of VET and Qualifications, being the responsible unit in charge of ReferNet.

Data processor

The data processor involved in this processing activity is Microsoft Ireland Operations Ltd for the provision of Microsoft Teams (conferencing platform used for the operation of the virtual meeting) and Sharepoint (document management system).

Purpose of processing

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

Description of processing

- ReferNet partners will be invited to the event by flash news announcement in ReferNet's platform that will include the privacy statement and the link/s to access the event.
- Contact data are managed and the participants list is created upon participation via Teams.
- The actual virtual event will take place using Microsoft Teams.
- Audio, video and chat contents will be recorded using Teams functionality to permit effective organization of the event and its required follow-up.
- 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.

Participants who do not wish to have their image, voice and comments captured should ensure their cameras and/or microphones are turned off and refrain from commenting in the chat. Uploading of a photograph by participants is also optional.

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(1)(a) of Regulation (EU) 2018/1725 i.e. the processing is necessary for the performance of a task carried out in the public interest. In that it supports dissemination and awareness raising, defined as core tasks of Cedefop in Regulation (EU) 2019/128, and Article 5(1)(d) in that participants are informed accordingly and are asked to give consent where necessary.

Potential transfers to third countries

Microsoft Ireland Operations Ltd., as a processor for MS Teams and Sharepoint may transfer personal data to Microsoft Corporation located in the US and acting as a sub-processor. In this case, the categories of personal data

that might be transferred are limited to a) identification data, for some limited cases of Multi-factor authentication, b) diagnostic/telemetry (essential services) data, c) aggregated-service generated data and d) connected experience data (only processed but not stored in the US). Any transfers to Microsoft Corporation are covered by the recently adopted EU-US Data Privacy Framework (2023), of which Microsoft Corporation with its 18 entities are active participants.

Data processed

- Data provided by participants and necessary for the organisation of the event and list of participants: country, full name, role in ReferNet/DGVT, institution and e-mail address.
- Participant comments made in the chat room and the audio/video recordings of the meeting sessions.
- Screenshots and quotes captured during the event.

Access to your information and recipients of the processed data

- Cedefop staff involved with the organization and follow up of the event.
- Cedefop staff (or external auditing bodies) involved in the evaluation, audit or other necessary follow up on this event.
- ReferNet members will have access to related materials through the ReferNet platform.
- Participants in the event will access the list of participants and all the content related to the event.
- List of participants may be shared with Cedefop colleagues who need to follow up on this event for purposes including communication activities or performance evaluation.

Retention of data

Personal data collected by Cedefop will be retained only for as long as is necessary to permit effective organisation of the event and its required follow-up. This is estimated at 6 months.

Video recording of the event will be kept until minutes then destroyed. This will not exceed 12 months.

Participants list, event content such as presentations, reports and related documents will be kept in the records bank up to 5 years for auditing purposes.

Rights of data subjects

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing. You have the right to withdraw your consent to the processing of your personal data. You also have the right to object to the processing of personal data.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

To exercise the mentioned rights, you can contact the controller by sending an email to ReferNet: Refer@cedefop.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu) or with the European Data Protection Supervisor (edps@edps.europa.eu).

UPDATED: 17 June 2025