

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>Expert networks record</i>		
1.	Last update of this record	25/11/2021
2.	Reference number	CDFNOT098 – Expert Networks
3.	Name and contact details of controller	<p><u>Cedefop – European Centre for the Development of Vocational Training</u> Postal address: Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: Head of Department, Department for VET and Skills DVS (combines former DLE and DSL)</p>
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)	<p>Department for VET and Skills (DVS) project teams responsible for each specific expert network. For example:</p> <ul style="list-style-type: none"> • Community of Apprenticeship Experts: Cedefop’s VET for adults and Apprenticeships project team. Contact: Appnet_cedefop@cedefop.europa.eu

		<ul style="list-style-type: none"> • Ambassadors tackling early leaving from VET: VET Toolkit team. Contact: vet.toolkit@cedefop.europa.eu • CareersNet: CareersNet team. Contact: CareersNet@cedefop.europa.eu • SkillsNet: Skills analysis team. Contact: skills-analysis@cedefop.europa.eu • National experts in skills forecasting and labour market developments: Skills Forecast Team. Contact: Skills-Forecast@cedefop.europa.eu
7.	Purpose, legal basis and description of the processing	<p>The purpose of the processing operation is to properly manage Cedefop DVS' expert networks and to enable the analysis, promotion, dissemination and increase awareness about their role and work.</p> <ul style="list-style-type: none"> • The legal basis of the processing is: Article 5(a) of Regulation (EU) 2018/1725¹, i.e. the processing is necessary for the performance of a task carried out in the public interest • Article 5(d) of Regulation (EU) 2018/1725, i.e. in that network members are informed and asked to give consent where necessary • Article 2 of Regulation (EU) 2019/128² i.e. tasks performed by Cedefop <p>Description of the processing</p> <p>Invitation to participate in the network: some networks issue a Call for Expressions of Interest. Other networks invite potential / suitable experts by contacting them individually.</p> <p>Enrolment / registration: in some cases, experts (e.g. responding to a call for expressions of interest) request to be a member by filling out a request form. Some networks do not have a formal registration procedure.</p> <p>Selection of members: Cedefop selects experts from the candidates. Network members are usually responsible for a country and one or several topics. Some</p>

¹ 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

² Regulation (EU) 2019/128 of the European Parliament and of the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training (Cedefop) and repealing Council Regulation (EEC) No 337/75

		<p>networks experts have a specific time mandate (e.g. 4 years), while others are open-ended.</p> <p>Cedefop staff responsible for the management of the network could revoke membership (e.g. due to inactivity). Experts can also decide when they want to end their participation in the network. Cedefop can retain a pool of suitable experts, from which it can identify replacements.</p> <p>Management of network: includes the management of contact details and the mailing list. Each network is managed by the corresponding Cedefop project team.</p> <p>Storage of data: data is stored electronically in Cedefop's document management system (currently Livelink).</p> <p>Communication with experts in network: Cedefop staff responsible for the management of the network process personal data to communicate and collaborate with the experts in the network. For example, consultations, to invitations to participate in events, workshops, surveys, focus groups, future calls for expression of interest, and/or to collaborate in project outputs such as validation exercises, databases, reports, publications, etc.</p> <p>Publication in the web portal (with consent): The list of experts of each network (including name, affiliation, contact details) is normally published in the Cedefop web portal.</p> <p>Inclusion of personal data in Cedefop's contact database / mailing lists (with consent): experts can always sign up themselves on the Cedefop web portal as well.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Categories of data subjects:</p> <ul style="list-style-type: none"> • Expert network members with expertise in the subjects and/or countries covered by Cedefop projects. • Suitable experts who have applied for membership in a network but have not been selected yet. <p>Categories of data:</p> <ul style="list-style-type: none"> • Contact details: title, first, last name, address, phone, e-mail, nationality, photograph, password etc.

		<ul style="list-style-type: none"> • Affiliation details: self-employed, employer, position /function, department • Registration / account data (in some cases): username, password, date and signature of application submission, etc. • Expertise: motivation, experience in the field/s, CV, language skills, EN level, key publications, comments, etc. • Financial information (only requested when necessary for event-related travel reimbursements)
9.	Time limit for keeping the data	The data is generally kept for as long as the expert network is operative and/or as long as the expert is a member of it. In some instances, Cedefop keeps a pool of suitable experts, in case a network member needs to be replaced. Personal data of experts in this pool could also be kept for as long as the expert network is operative.
10.	Recipients of the data	<ol style="list-style-type: none"> 1. Network members; 2. Cedefop staff working on projects a network contributes to; 3. Cedefop staff (Internal Control, Performance Measurement, etc.) or external bodies (EC Internal Audit Service, court of Auditors, etc.) involved in the evaluation, audit or other necessary follow up on a network or its related activities; 4. Professional Conference Organizer PCO contractor (in case of organization of events); 5. Department of Communications (DCM) colleagues and contractors who publish lists of experts in the Cedefop web portal (with consent); 6. Cedefop DCM staff responsible for managing mailing lists in CRM system (with consent); 7. Cedefop DCM staff responsible for managing publications as well as the safeguarding of documents and records. 8. Cedefop DRS Finance staff responsible for managing reimbursements (e.g. for travel) if necessary. 9. The general public which has access to the lists of experts published on Cedefop web portal.

11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures where possible.	Authentication and general ICT security for Cedefop ICT systems and networks.
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. There are also specific privacy statements for individual activities such as events, surveys, calls for expressions of interest etc.