



## Privacy Statement

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

Personal data is processed in accordance with 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.

#### **Identity of controller:**

Head of Department, 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:**

Individuals 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. Data concerning the chosen ‘ambassadors’ will be displayed on Cedefop’s website and on interactive map showing the ‘ambassadors’ of every country. Cedefop may contact ‘ambassadors’ with regard to participation in surveys, to invite them to Cedefop events, to ask them disseminate publicly available information, and other activities related to their role.

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 (a) of Regulation (EU) 2018/1725 in that it supports dissemination and awareness raising, defined as tasks of Cedefop in Regulation 2019/128<sup>1</sup>, as well as Article 5 (d), as the publication of an image is optional.

### **Recipients of the data processed:**

Data will be collected and processed by Cedefop's web team and DLE staff members responsible for the project concerning the *VET toolkit for tackling early leaving*. Contact details may also be provided to external contractors assisting Cedefop with specific information and feedback gathering exercises relating to the VET toolkit for tackling early leaving.

The following provided details concerning chosen 'ambassadors', will additionally be disclosed to the general public via the website:

- Name
- Surname
- Country
- Institution
- Image (optional)

### **The retention period of the collected personal data:**

Data will 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 rights of access, rectification, erasure and restriction of processing, as foreseen in articles 17, 18, 19 and 20 of Regulation (EU) 2018/1725.

Such requests can be addressed via [the contact page](#) on the website.

Queries and concerns regarding the processing the abovementioned personal data may also be addressed to Cedefop's Data Protection Officer at the following email: [data-protection-officer@cedefop.europa.eu](mailto:data-protection-officer@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>

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<sup>1</sup> [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, OJ L 30, 31.1.2019, p. 90–105.