



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**October 2020**

**Processing operation:** European Vocational Skills Week and other activities related to vocational education and training and adult learning

**Data Controller:** DG EMPL E3

**Record reference:** DPR-EC-02048

### **Table of Contents**

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

## **1. Introduction**

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "European Vocational Skills Week" undertaken by Directorate-General for Employment, Social Affairs and Inclusion, unit E3 (DG EMPL E3) is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation: DG EMPL E3 collects and uses your personal information to allow VET and adult learning stakeholders and any interested citizens to learn about, participate in and contribute to the European Vocational Skills Week (EVSU) and learn about latest developments regarding VET and adult learning.

In particular, you can

- Register to be kept informed of the EVSU events and have the opportunity to take part in them;
- Register to be kept informed and/or invited to Vocational Education and Training (VET) and adult learning topics, themes and events;
- Subscribe to the EVSU/VET and adult learning newsletter and news articles;
- Register events that you organize so that those events appear on the EVSU website. This includes possible selection as a "winner" (who get to attend the Week itself or "runner-up" (who have extra help with publicity));
- Share your 'stories' that may be published on the EVSU website;
- Vote online for nominees for VET Awards;
- Be asked to complete a form to evaluate the EVSU;
- Be asked to supply photos of yourself and others, linked to the European Vocational Skills Week activities;
- Be filmed for the promotional materials of the European Vocational Skills Week;
- Be recorded during the web streaming of the European Vocational Skills Week events;
- Be asked if you wish to participate in webinars;
- Be recorded while participating in a webinar or online session;
- Be asked to provide a video which could then be played during the EVSU main events as part of the programme or published on the EVSU website or on social media by the European Commission.

The sessions of the digital EVSU2020 services are provided by the Commission's contractor to integrate external participants. This capacity implies the participant identification by the use of a set of parameters (email address but potentially some other ones). During the conference, all the participants are able to share its content.

Your personal data will not be used for automated decision-making including profiling.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because:

(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

(b) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

Article 166 of the TFEU stipulates that “The Union shall implement a vocational training policy”. The Commission’s Communication on A New Skills Agenda for Europe [COM(2016)-381] calls for “launching a VET Skills Week”.

### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation, DG EMPL E3 collects the following categories of personal data:

- Name;
- Organisation;
- Function;
- Contact details (e-mail address, telephone number, social media accounts);

For people taking part in the events organised by the European Commission, the following further data is collected:

- Passport number, ID number,
- Date and place of birth,
- Country of residence,
- Nationality.

The provision of personal data is necessary to meet a contractual requirement linked to the organisation of the EVSW or sharing relevant information regarding VET and adult learning. For people, attending events organised by the European Commission, if you do not provide your personal data as stated above, it may be impossible for the Commission’s contractor to arrange your travel and accommodation or reimburse the costs of travel and/or accommodation, and it may be impossible for you to attend the events. If you do not provide some of your personal data (eg name, e-mail address), it may be impossible for you to register your events, share your stories on the EVSW website, vote online for nominees for VET Awards, complete the form to evaluate the Week, subscribe to the EVSW/VET and adult learning newsletter, provide your photos, or take part in webinars.

### **5. How long do we keep your personal data?**

DG EMPL E3 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, and in any case no longer than 5 years from the date you provide this data.

### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its current contractors Cecoforma and Ecorys. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements. In addition to Commission staff, staff of the Commission's contractors may be given access to your personal data in exercising their contractual obligations.

Your contact details will be part of a list which might be shared with other Commission external contractors (where applicable), other stakeholders groups in the field of vocational education and training and adult learning, and the rotating Presidencies of the Council of the EU, for the purpose of contacting you in the future in the context of the Commission's activities.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You have consented to provide your personal data to DG EMPL E3 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or if there is conflict of interest, the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, DG EMPL E3 ([EMPL-E3-DATA-PROTECTION@ec.europa.eu](mailto:EMPL-E3-DATA-PROTECTION@ec.europa.eu)).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him/her. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-02048**.

The privacy statement is stored on the website of the [European Vocational Skills Week](#).