

DATA PROTECTION NOTICE

on the event ‘*Skills, skills, skills! Skills for people, skills for competitiveness, skills for sustainability*’

The EU Agencies, [Eurofound](#) and [Cedefop](#), together with the European Parliament, the European Commission, the European Labour Authority (ELA), the European Agency for Safety and Health at Work (EU-OSHA), and the European Training Foundation (ETF) embrace the need to protect your personal data. We, therefore, undertake to process it, as joint controllers, with respect to the applicable law ⁽¹⁾.

If after reading this notice you still have questions on the processing of your data, please contact us at dataprotectionofficer@eurofound.europa.eu or Data-Protection-Officer@cedefop.europa.eu. We will reply to you within one month.

❖ Why do we need to process your data?

We need to process your personal data to organise and manage the event ‘*Skills, skills, skills! Skills for people, skills for competitiveness, skills for sustainability*’ (hereinafter referred to as ‘Event’), which will take place at the European Parliament’s premises on the 20th of September 2023, and to support required follow-up.

Processing of your data is, as such, necessary for the performance of tasks which have been entrusted to the Agencies in their Founding Regulations ⁽²⁾, namely in the field of

(1) [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council 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](#) (or the EDPR).

(2) In particular [Regulation \(EU\) 2019/127 of the European Parliament and of the Council of 16 January 2019 establishing the European Foundation for the improvement of living and working conditions \(Eurofound\)](#), and [repealing Council Regulation \(EEC\) No 1365/75](#), and [Regulation \(EU\) 2019/128 of the European Parliament and of the Council of 16 January 2019 establishing a European Centre](#)

employment and social policies, and which are carried out in the public interest ⁽³⁾.

For any further processing, informed consent will be requested from you ⁽⁴⁾.

Please note that the organisation of the Event does not involve the need to make a decision solely by automated means and without any human intervention.

❖ How do we process your personal data?

Each of the Agencies involved in the organisation has put together a list of stakeholders to be invited. Cedefop, Eurofound and ETF will compile the final list and transfer it to the European Parliament, Office of Mr Dragoş Pîslaru. Invitations will be sent by the European Parliament in the name of the Chair of the *Committee on Employment and Social Affairs* (EMPL), Mr Dragoş Pîslaru. Registration will take place through EUSurvey ⁽⁵⁾. The processing of your personal data by all agencies involved is, thus, necessary to invite and register you for the Event.

The European Parliament will host the Event on its premises and, therefore, needs your data to grant you access to the venue ⁽⁶⁾. The Event will be available to registered participants and streamed using the Webex platform.

Photos might be taken during the event and/or quotes from the meeting may be used for communication purposes. These materials could be used by the Agencies and the European Parliament in their awareness-raising activities (including press releases, news items and/or postings in social media).

Videorecordings of the Event will be available through the websites of the five agencies.

[for the Development of Vocational Training \(Cedefop\) and repealing Council Regulation \(EEC\) No 337/75.](#)

⁽³⁾ Article 5(1)(a) of the EDPR.

⁽⁴⁾ Article 5(1)(d) of the EDPR.

⁽⁵⁾ EUSurvey is an online survey management system for creating and publishing forms available to the public, e.g., user satisfaction surveys and public consultations. For more information, please read [here](#).

⁽⁶⁾ The European Parliament is the exclusive controller for the processing of personal data for the purpose of granting access to its premises. For more information, please read [here](#).

After the event, Agencies' staff working on projects or activities related to the event might contact participants for follow-up activities, such as event evaluation and/or other required.

❖ What data do we need from you?

We need to process the following data:

- data provided by participants and necessary for the organisation of the event, including: salutation, surname, first name, contact details (organisation/company and position, email address);
- for access control and security purposes on the premises of the European Parliament, persons not in possession of an access card will be required to provide extra data concerning their nationality, place of residence, date of birth, document type, ID / passport number, document expiry date;
- participant list: your name and organisation will be included in the list of participants that may be made available to other participants;
- other data processed could include speakers' quotes along with their name, surname, function and organisation;
- photographs might be taken at the event, in which participants might appear. Such material may be used, reproduced, distributed and communicated to the public for any other purposes by the Agencies, the European Parliament and the European Commission on websites or other information tools, such as social media or electronic or printed publications. Participants in the event agree on the processing of the photographs taken by the professional photographer or authorised staff from the agencies.
- The event will be webstreamed and recorded.

❖ Who will process your data?

Only duly authorised staff members of any of the above-mentioned Agencies, the European Parliament and the European Commission, including security staff, will have access to your personal data.

Lists of speakers, speaker biographies and selected photos may be disclosed to the wider public (in case of publication or posting online).

No other third parties will have access, except if required by law.

❖ How do we protect your data?

We follow strict security procedures to ensure that your data is safely protected and is not, in any way, damaged, destroyed, or disclosed to a third party without your authorisation or without you being informed, as well as to prevent unauthorised access. The servers storing the information are kept in a secure environment with restricted physical access. Our IT systems use firewalls and other measures to restrict electronic access.

❖ For how long will we retain your data?

The following retention periods apply:

Purpose	Retention period
Web registration form (EU Survey)	Deleted 1 year after the event
Participant and visitor lists	7 years after the event
Photos and videos published on website	4 years after the event
Photos and videos published on social media channels	4 years after the event

After this time, your data will be securely destroyed, unless deemed of archival importance or in case it is anonymised. In both situations, your data will be retained for longer.

❖ **Do we transfer your data to outside the EU?**

No personal data will be transferred outside the EU/EEA area.

❖ **What are your rights?**

Within the limits set by the EDPR, you have the right to access, rectify, erase and/or port your personal data, to restrict or object to the processing of your personal data, and to withdraw your consent (if obtained). Just note that withdrawal of your consent does not affect the lawfulness of processing while your consent was valid.

You may contact us at dataprotectionofficer@eurofound.europa.eu or Data-Protection-Officer@cedefop.europa.eu with your requests. Your request is free of charge. However, if it is manifestly unfounded or excessive, Eurofound and Cedefop may refuse to act on it.

You also have the right to raise a complaint with the European Data Protection Supervisor should you consider that this processing is in violation of the law. You will find more information [here](#).