

Privacy Statement: *Database "VET and AL stakeholders"*

1. Database VET stakeholders for internal and external communication, newsletters and sharing of information

The Unit DG EMPL E3 in charge of the database wishes to share information concerning vocational training and adult learning or related topics with stakeholders at National, regional and local level. This will be beneficial to disseminate information about European policies in the field of VET and adult learning.

Your personal data will be collected and further processed for the purposes detailed hereafter under point 2. The relevant processing operations thereof are under the responsibility of the Head of the Unit , DG EMPL/E3, acting as the Controller.

As this database collects and further processes personal data, Regulation (EC) 45/2001, of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, is applicable.

2. What personal information do we collect, for what purpose and through which technical means?

Identification Data

The personal data collected and further processed are:

- data necessary for the sending of information via e-mail and identification of the organizations, such as gender (needed for the right title)/name/surname/profession/ postal & e-mail addresses/ phone number/fax number etc..

Purposes

The purpose of the processing of personal data performed in the context of the *database* is the creation of lists for contacts, information, invitations, reports, distribution of reports, feedback on reports etc.,

The processing operations on personal data linked to the organisation and management of this *database* is necessary for the management and functioning of the Commission, as mandated by the treaties, and more specifically articles 5, 7 and 211 - 219 of the EC Treaty.

3. Who has access to your information and to whom is it disclosed?

- The access to all personal data as well as all information collected in the context of this *database* is only granted through UserID/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. These users typically are the Head of Unit and the staff in the Unit as well as in the operational services inside the DG.
- In order to invite you to events or to participate in surveys which are linked to the policy area of vocational training and adult education, the contact list may be shared with other services of the European Commission, other VET groups or with an external contractor, as processor, who has to guarantee the data protection and confidentiality required by the Regulation (EC) 45/2001.

No personal data is transmitted to parties that are outside the recipients and the legal framework mentioned.

4. How do we protect and safeguard your information?

The collected personal data and all information related to the above mentioned database are stored on the IT infrastructure under the Commission control, the operations of which abide by the Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

Access to all collected personal data and all information related to the above mentioned meeting is only possible to the above described populations through adequate access control functionalities.

5. How can you verify, modify or delete your information?

In case you want to verify which personal data is stored on your behalf by the responsible controller, have it modified respectively corrected or deleted, please contact the Controller by using the Contact Information below and by explicitly specifying your request.

Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact you will be lost.

You can at any time request to modify or delete all your personal information or contact details concerning your organization, from the database.

6. How long do we keep your data?

Your personal data will be part of a list of contact details shared internally amongst the staff of the Commission services for the purpose of contacting you in the future in the context of the Commission's activities. If you do not

agree with this, please contact the Controller by using the Contact Information below and by explicitly specifying your request.

7. Contact Information

In case you wish to verify which personal data is stored on your behalf by the responsible controller, have it modified, corrected, or deleted, or if you have questions regarding these processing operations, or on your rights, feel free to contact the support team, operating under the responsibility of the Controller, using the following contact information:

"*DG EMPL E3 – Vocational training, apprenticeships, adult learning* "
functional mailbox : EMPL-E3-UNIT@ec.europa.eu

8. Recourse

Remarks can be addressed to the Commission Data Protection Officer.
Complaints can be addressed to the European Data Protection Supervisor.