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## INTERNATIONAL SELF-ASSESSMENT TOOL OF COVES (ISATCOVE) AND RELATED SUPPORT SERVICES

### *Key information*

#### **Controller**

The Director of the ETF ([director@etf.europa.eu](mailto:director@etf.europa.eu))

#### **Business owner**

Georgios Zisimos, Head of Policy and Policy Advice and EU programming Department,  
[georgios.zisimos@etf.europa.eu](mailto:georgios.zisimos@etf.europa.eu)

#### **Data protection officer**

Tiziana Ciccarone / Laurens Rijken, [DataProtectionOfficer@etf.europa.eu](mailto:DataProtectionOfficer@etf.europa.eu)

#### **Purpose of the processing**

The purpose of the processing is to manage the ISATCOVE framework, to identify persons interested in using ISATCOVE self-assessment tool, to process registration requests for the tool, to manage the use of the tool, and to provide support services to the users of the tool and the framework.

#### **Legal basis**

The legal basis for the processing operations of personal data is Regulation No. 1339/2008 establishing the European Training Foundation (Recast), article 2.

#### **Personal data**

Personal data concerned are:

- *Contact detail – email address of individual*
- *Name of organisation*
- *Position in organisation*
- *Country of organisation*

#### **Recipients of the personal data**

For the purpose detailed above, access to personal data is provided to the following processing entities:

- *The ETF project team performing the study*
- *The moderator of the ISATCOVE tool*

- *Contracted agents, for example assessors or coaches, who will have short-term access and contractually respect data protection clauses.*

## **Further information**

### **Data retention**

Personal data collected in the ISATCOVE tool, hosted on ETF servers, will be retained for the duration of the project after which they will be deleted.

Personal data collected in related surveys (e.g. expression of interest) on the [www.ec.europa.eu/eusurvey](http://www.ec.europa.eu/eusurvey) servers, will be retained for the duration of the project after which they will be deleted.

Exported data used by the ETF project team will be retained on ETF servers for 5 years after conclusion of the project by the ETF team.

### **Right of access, rectification or erasure, restriction, objection**

Any request to access, rectify or erase personal data, or to restrict or object or withdraw consent to the processing of personal data shall be addressed in writing to the [IntVE@etf.europa.eu](mailto:IntVE@etf.europa.eu) giving details of the request.

### **Right to lodge complaint**

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer ([DataProtectionOfficer@etf.europa.eu](mailto:DataProtectionOfficer@etf.europa.eu)) or to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).