

Reference ETF/DPR/79

Issued September 2024

## RECOGNITION OF QUALIFICATIONS

### Key information

#### Controller

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

#### Joint Controllers

In case of joint controllers, mention both and indicate who is responsible for what.

#### Business owner

Knowledge Hub for Skills and Jobs unit – head of unit

#### Data protection officer

[DataProtectionOfficer@etf.europa.eu](mailto:DataProtectionOfficer@etf.europa.eu)

#### Purpose of the processing

The purpose of processing is the logistics and administrative management of participation in the ETF recognition project, whereby participants will be contacted to respond to requests for information, for example by means of e-mail exchange, participation in a brief online survey, interview or a short online webinar.

#### 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, functions, (f).

#### Personal data

Personal data concerned are:

- *Name and contact details (address, email, telephone, organisation)*
- *Answers to surveys and interviews, videos of webinars*

#### 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*
- *The contractor supporting the project: EPRD Office for Economic Policy and Regional Development*

## **Further information**

### **Data retention**

Personal data collected will be retained by the contractor for the duration of the research after which they will be deleted.

Survey data (without personal data) and interview data (anonymised) will be retained for 5 years after conclusion of the project by the ETF team.

Recordings of the interviews and webinars and anonymised transcripts will be retained by the contractor until conclusion of the assignment, and handed over to the ETF project team.

Photos and videos published on ETF web and social platforms will be retained according to ETF photos and videos privacy statement<sup>1</sup>.

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

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to [Manuela.Prina@etf.europa.eu](mailto:Manuela.Prina@etf.europa.eu) (head of the Knowledge Hub for Skills and Jobs unit) 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)).

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<sup>1</sup> <https://www.etf.europa.eu/en/about/compliance-transparency/public-access-to-documents/photos-and-video-privacy-statement>