

DATA PROTECTION NOTICE

on the call for Expression of Interest (CEI) in participation in the Tripartite Exchange Forum (TES) 2024

As EU Agencies, Eurofound, Cedefop¹, and EEA² embrace the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law³.

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

Why do we need to process your data?

Eurofound, Cedefop and the EEA are co-organising the Tripartite Exchange Forum (TES) 2024 aiming to improve the capacity of social partners and governments to engage and act effectively in social dialogue (and the world of work) and with a specific focus on the green, just transition in the Member States.

The TES is composed of three interactive modules (two online meetings and one onsite meeting in Brussels) focused on:

- sharing experiences and initiatives on national policies and social dialogue, particularly focused on the green transition;
- enhancing mutual learning activities among participants based on their needs; and
- highlighting forward-looking debates.

We need to process your personal data to select the participants who will participate in the Forum. Participants will be selected on the basis of ensuring a balanced

¹ You can find more about Cedefop, the European Centre for the Development of Vocational Training, [here](https://www.cedefop.europa.eu).

² You can find more about EEA, the European Environment Agency, [here](https://eea.europa.eu).

³ [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).

representation between social partners and government representatives in this capacity-building exercise.

Processing of your personal data is, as such, necessary for the performance of tasks which have been entrusted to Eurofound, Cedefop and EEA under their Founding Regulation⁴, and which are carried out in the public interest⁵.

Please note that none of these purposes involves the need to make a decision solely by automated means and without any human intervention.

What data do we need from you?

To select participants, we need to process the following data:

- name,
- date of birth,
- gender (for the purposes of ensuring balanced participation),
- country of employment,
- position,
- email address,
- employer organisation membership, and
- trade union membership⁶.

In addition, we will collect and further process the name and e-mail address of the applicant's line manager, authorising or supervisory officer for the purpose of guaranteeing and ensuring the engagement of the participant to attend the onsite meeting in Brussels as well as the other online activities.

⁴ [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](#), in particular Articles 1 and 2.
[Regulation \(EU\) 2019/128 of the European Parliament and of the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training \(Cedefop\) and repealing Council Regulation \(EEC\) No 337/75](#), in particular Articles 1 and 2.

[Regulation \(EC\) No 401/2009 of the European Parliament and of the Council of 23 April 2009 on the European Environment Agency and the European Environment Information and Observation Network](#), in particular Articles 1 and 2.

⁵ Article 5(1)(a) of the EDPR.

⁶ Processed under article 10(2)(j) of the EDPR.

Who will process your data?

Eurofound, Cedefop and EEA will invite applicants from their own contact list databases. The agencies will not share any information, including personal data, contained in their contact list databases.

Potential applicants will register their interest through an application platform exclusively managed by Eurofound. Only members of Eurofound's team who are responsible for the TES 2024 will have access to the personal data submitted in the application form. Eurofound will not share these personal data with Cedefop or EEA.

Residents in some Western Balkan countries (i.e., Montenegro, Serbia, Albania and Macedonia) will be given an opportunity to register for the Forum. Access to their personal data will be shared with Eurofound exclusively by duly authorised staff members of the European Training Agency (ETF)⁷. No other EU agency will have access to these data.

No other third parties will have access to your personal data, 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?

We need to retain your data for 12 months (from January 2024 to January 2025) for both successful and unsuccessful applicants. After this time, your data will be securely

⁷ You can find more information on the ETF [here](#).

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

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.

To exercise your rights, please contact:

- dataprotectionofficer@eurofound.europa.eu, if you reside in one of the EU Member States; or
- dpo@etf.europa.eu, if you reside in one of the Western Balkan countries identified above.

You may contact us at with your requests. Your request is free of charge. However, if it is manifestly unfounded or excessive, Eurofound 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](#).