

## Protection of your data

### Continual Vocational Training Survey (CVTS)

#### Identity and contact details of the data controller

Your data is processed by STATEC, Bâtiment Twist, 12, boulevard du Jazz, L-4370 Belvaux, e-mail: [enquete.cvts@statec.etat.lu](mailto:enquete.cvts@statec.etat.lu).

#### Purpose of processing

The collected data enables analysis of training types, participant numbers, hours devoted, and costs, allowing for comparisons across business sectors, company sizes, and other relevant criteria.

#### Lawfulness of processing

This survey is mandated by European Regulation (EC) No 1552/2005 of the European Parliament and of the Council of 7 September 2005 on statistics relating to vocational training in companies. It is currently carried out in all Member States of the European Union. The processing is lawful within the meaning of the General Data Protection Regulation (EU) 2016/679 because it is necessary for the performance of a task carried out in the public interest. This task corresponds to STATEC's mission as defined in the law of 10 July 2011 on the organisation of the National Institute of Statistics and Economic Studies.

#### Retention period for personal data

The variables that allow the identification of a contact person will be permanently deleted no later than 3 years after the completion of data collection.

#### Recipients or categories of recipients of personal data

During this period, your data is processed confidentially. The Continual Vocational Training Survey (CVTS) collects data grouped at the company level (or at the level of groups of employees of the company). The purpose of the survey questionnaire is therefore not to collect personal data. However, as part of the administrative management of the survey, the questionnaire requests the contact details of a contact person in the company surveyed which are used solely for the follow-up of the survey during the data collection phase. They are used exclusively for administrative purposes and are never disclosed. STATEC's agents and representatives are personally responsible for strictly observing statistical confidentiality. STATEC has also implemented a series of technical and organisational measures to protect your data, such as securing IT systems and strictly limiting access rights granted to STATEC agents and subcontractors. The data collected for this survey are pseudonymised and transmitted to the European statistical office EUROSTAT in accordance with Regulation (EU) No 2019/700 of the European Parliament and of the Council of 10 October 2019.

#### Mandatory participation

Participation in the survey is mandatory for the selected companies. This is a legal obligation (Article 13 of the Law of 10 July 2011 on the organisation of the National Institute of Statistics and Economic Studies). All natural or legal persons are required to provide the statistical information requested by STATEC within the time limits set in its request, and refusal to provide it is punishable by a fine.

#### Contact for questions regarding data protection

You may contact STATEC's Data Protection Officer by mail at: DPO, STATEC, B.P. 10, L-4401 Belvaux or by e-mail: [dpo@statec.etat.lu](mailto:dpo@statec.etat.lu). You may in particular obtain information about your rights under Articles 15 to 21 of the General Data Protection Regulation (EU) No 2016/679, namely the right of access to your data, their rectification or erasure, the rights to restriction of processing or to object to processing, and the right to data portability.

You also have the possibility to lodge a complaint with the National Commission for Data Protection (CNPD) by mail at: CNPD, 15, Boulevard du Jazz, L-4370 Belvaux, by telephone: 26 10 601, or online: <https://cnpd.public.lu/en/particuliers/faire-valoir/formulaire-plainte.html>.