Privacy Statement for*[insert name of the processing]*

[insert date]

**1. Description of the processing operation.**

[use text from section 1.1 of notification form; shorten if necessary]

**What personal information do we collect, for what purpose(s), and through which technical means?**

[use some of text from section 3.2, 2.1, 1.2 of notification]

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

[use text from section 7 of notification]

**4. How do we protect and safeguard your information?**

[use text from section 8 of notification]

**5. How long do we keep your data?**

[use text from section 5 of notification]

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

If you wish to verify which personal data are stored by the responsible Data Controller, or access, correct or delete your personal data stored at the EUI, please contact the Data Controller at [insert e-mail address of EUI controller]. You will receive a reply within 30 working days of receipt of the request.

Remarks concerning this privacy statement can be addressed to [data\_protection\_officer@eui.eu](mailto:data_protection_officer@eui.eu) .

**7. Right of recourse**

If you consider that your rights under EUI President’s Decision 10/2019 have been infringed as a result of the processing of your personal data by the EUI, you have the right to request a review according to Article 27 of the aforementioned decision.

Such requests should be addressed to the Data Controller:

(Data Controller) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Insert Data Controller’s contact details)

They should be notified simultaneously to [data\_protection\_officer@eui.eu](mailto:data_protection_officer@eui.eu) .