## PROTECTION OF PERSONAL DATA

## NOTIFICATION OF PROCESSING OPERATIONS - EUI

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| **Name of Service/Department/Centre/Programme:** |

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| 1. **Processing** | |
| **1.1 Name of the processing** |  |
| **1.2 Description of the processing** |  |
| **1.3 Name of the Data Controller** |  |
| **1.4 Organisational Unit of the Controller** |  |
| **1.5 Name of the Delegated Controller (optional)** |  |
| **1.6 Name of the Processor(s) (if any)** | [Please indicate the names of any other natural or legal person that may process the data. If processors can be categorised into groups please refer to them by groups and not necessarily by name, otherwise indicate their names.] |
| **1.7 Name of the External Processor (if any)** | [“External Processor” is a natural or legal person, public authority, agency or any other body […] external to the EUI and processes personal data for the EUI or on behalf of the EUI.] |
| **1.8 Automated Processing** |  |
| **1.9 Manual Processing** |  |
| **1.10 Storage Medium** |  |
| **1.11 Comments** |  |
| 1. **Purpose and Legal Basis** | |
| **2.1 Purpose of processing** |  |
| **2.2 Legal Basis** |  |
| **2.3 Lawfulness of Processing** | [You must process only those personal data that are necessary for the purpose(s).] |
| 1. **Data subjects/Data Fields** | |
| **3.1 Types of Data Subjects** | [Please indicate the categories of data subjects involved in the processing operation.] |
| **3.2 Data Fields** | [Please list concretely the categories of personal data that you will process.] |
| **4. Rights of data subjects** | Article 16 of the EUI’s DP Policy  Data subjects enjoy the following rights concerning their personal data:  to be informed whether, how, by whom and for which purpose they are processed;  to ask for their rectification, in case they are inaccurate or incomplete;  to demand their erasure in case the processing is unlawful or no longer lawful (‘right to be forgotten’);  to block their further processing whilst the conditions under letters b) and c) of this Article are verified.  Requests under this Article are addressed to the Controller who shall reply within 30 working days.  Right of recourse under Article 27. |
| 1. **Retention period** | [Personal data must be retained for no longer than is necessary for the purposes for which they were collected.  Please indicate the specific retention period(s).] |
| 1. **Historical purposes** |  |
| 1. **Recipients** | |
| 7.1 Inside the EUI |  |
| 7.2 Outside the EUI, inside the EU/EEA |  |
| 7.3 Outside the EUI, outside the EU/EEA |  |
| 1. **Technical and organisational measures** |  |
| 1. **Complementary information** |  |