

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

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

*‘Processing of personal data’ means any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as: collection (digital audio recording, digital video caption, etc.), recording, organisation and storage (cloud, LAN or WAN servers), adaptation or alteration (merging sets, amplification, etc.), consultation, use, disclosure, transmission, dissemination or otherwise making available (share, exchange, transfer, access to the data by a third party), combination, blocking, deleting or destruction, etc.*

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

*Please list concretely the categories of personal data that you will process, for which specific purposes you process each data and in which technical modalities.*

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

*Please indicate who the recipients are, specifying if inside the EUI, inside the EEA area or outside the EEA area.*

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

*Please indicate any protective measure (e.g. use of anonymisation techniques, use of pseudonyms, non-disclosure of audio-visual materials, voice records, etc.).*

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

*Personal data are kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which they were collected or for which they are further processed.*

*Please establish the exact retention period as well as the measures that you will implement to delete the data.*

**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 (EUI Data Protection Policy)](file:///C:\Users\iorsini\Downloads\PresDecision10-2019-DataProtection%20(7).pdf) 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) .

**Consent Form for** *[insert name of the processing]*

With reference to the information provided above in the Privacy Statement, please fill in the below:

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(state clearly name and surname*), hereby

give 🞎

do not give 🞎 (please tick as appropriate)

my consent for *[insert name of the processing]* for the purposes described in the Privacy Statement above and understand that I can withdraw my consent at any time.

In accordance with data protection regulations in force at the EUI and for further information on the Data Protection Policy, you may consult the following link:

Data protection web page:

[Data Protection at the EUI](https://www.eui.eu/About/DataProtection)

*[insert date]*

Signature:

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