

PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA RELATED TO APPLICATION AND SELECTION PROCEDURES FOR EUI POSTGRADUATE PROGRAMMES (Ph.D., LL.M) AND EUI POSTDOCTORAL PROGRAMMES (JEAN MONNET FELLOWSHIPS, MAX WEBER FELLOWSHIPS, FERNAND BRAUDEL FELLOWSHIPS)

(Last updated: 30 October 2015)

1. Description of the processing operations. Online application system for EUI postgraduate and postdoctoral programmes

Special dedicated EUI web pages offer you possibilities to apply via an online electronic system for the EUI postgraduate and postdoctoral programmes. The data submitted via the system is used for the selection of EUI postgraduate and postdoctoral candidates.

As this online service collects and further processes personal data, the EUI's Data Protection Policy outlined in [President's Decision n° 40 of 27 August 2013 regarding Data Protection at the EUI](#) is applicable.

The relevant data processing operations are under the overall responsibility of the Director of the EUI's Academic Service, Ms. Veerle Deckmyn, acting as the Data Controller.

By registering/submitting your application, you give your consent for your personal data to be collected and further processed for the purposes detailed below.

2. What personal data do we collect, for what purpose, under which legal bases and through which technical means?

In accordance with:

- Article 16 of the Convention Setting up a European University Institute, as revised by the 1992 amending Convention (EUI Convention);
- Chapter 4 of the EUI Academic Rules and Regulations for the Doctoral and Master's Programmes;
- DECISION n° 1/84 DU CONSEIL ACADEMIQUE du 14 novembre 1984 RELATIVE AUX REGLES ACADEMIQUES CONCERNANT LES BOURSIERS JEAN-MONNET;
- President's Decision n° 19/12 of 18 May 2012 regarding the modalities for Jean Monnet Fellowships and Max Weber Fellowships at the European University Institute;
- Principal's Decision n° 9/08 of 1 April 2008 regarding the modalities for Senior Fellowships at the European University Institute,

personal data is collected and further processed for the purposes of the administrative management of applications to EUI postgraduate and postdoctoral programmes and selection of candidates for these programmes.

The processing operations involve the collection and management of relevant personal information and documents of candidates submitted through a dedicated online application system.



Information can relate to the following data:

- For all candidates:

Identification data: name, surname, date and place of birth, civil status, gender, nationality.

Contact data: e-mail address, telephone number, mobile telephone number, postal address, country of residence.

Professional data: CV, educational background, degree transcript, languages and language certificates, GRE Certificates (where applicable), research proposal and confidential reference letters.

- For admitted candidates: those are requested to provide **additional personal information** such as copy of ID/passport, photo, local address, and emergency contact details. Personal information of admitted candidates is collected through online forms and/or by email and/or in hard copy.

Admitted candidates are also requested to give consent/denial for the use of their photo and publications on the EUI website by submitting a relevant form via the pre-registration software.

3. Who has access to your personal data and to whom is it disclosed?

- Personal data of all candidates: subject to the necessity and proportionality principle, the application dossiers are made available to some EUI members (professors, administrative staff, representatives of research students) who are involved in the selection process, as well as to grant-awarding authorities of member states (where applicable).
- Personal data of admitted candidates: access is also granted to the EUI administration (e.g. Communications and Real Estate & Facilities Services) for possible publication. Additional personal data (a copy of passport, passport-style photo, civil status) is also requested and transferred to the Italian Ministry of Foreign Affairs and International Cooperation for visa support letters and/or the special ID Card issued by the Ministry (Carta di Identità Org.Int.li. o Missioni Est. Spec.), if requested by the admitted candidates.

4. How do we protect and safeguard your information?

Your data will be treated confidentially and will be used only for the purpose specified in this privacy statement and the relevant notifications. Your data is made available as specified above to relevant EUI members and, where applicable, to grant-awarding authorities, through a secure password-protected online access.

The storage premises abide by the EUI's security policy and provisions, i.e. physical access is



controlled and monitored, data access is based on identification, authentication and authorisation, data traffic is guarded by firewall software and performed in encrypted mode.

Data of admitted candidates who request a Visa support letter or the special ID Card issued by the Italian Ministry of Foreign Affairs and International Cooperation, is shared with the Ministry with a secure password-protected online service, or by electronic or registered postal mail.

5. How long do we keep your data?

Application documents are kept as long as needed for completing the above mentioned purpose, but no longer than one year from the submission deadline.

Personal data of admitted candidates is kept as specified in the Article 6 (2) of the President's Decision n° 40/2013:

“Administrative data concerning researchers, fellows, and members of the staff may be retained by the EUI as long as it is needed for institutional purposes. The administrative data retained beyond the completion of the specific purpose for which they were collected but they have to be maintained for the purposes of proof will be deleted if the data subject objects to their retention.”

6. How can you verify, modify or delete your personal data?

You have the right to verify which personal data is stored on your behalf by the Controller (right of access), with the exception of the confidential reference letters provided directly by the referees.

You can modify or cancel applications that have not been submitted. After the relevant deadline for submission, you have read-only online access to your submitted application and can modify your personal details (but not the application documents), or ask those to be deleted, by contacting the Academic Service. If you have registered but not submitted an application, you have the right to delete your registered account and personal details by requesting this to the Academic Service.

Upon request and within three months from its receipt, you may obtain a copy of your personal data undergoing processing, with the exception of the confidential reference letters provided directly by the referees.

7. Technical Information

EUI's website uses cookies for session management. The session information used by EUI's website may remain on your system after you leave the site or your browser is closed. You can disable cookies by modifying the settings in your browser's options. However, doing so will reduce the functionalities available to you (editing your profile).

8. Contact information

Any request for access, rectification, blocking and/or erasing your personal data should be directed



to the Controller at: applyres@eui.eu. You will receive a reply within 30 working days of receipt of your request.

9. Recourse

You have the right of recourse to the Data Controller with simultaneous notification to the EUI's Data Protection Officer if you consider that your rights under EUI President's Decision n° 40/2013 or n° 11/2014 have been infringed as a result of the processing of your personal data by the EUI.

These complaints can be addressed to the Data Controller:

Director of the Academic Service
European University Institute,
Via de Roccettini, 9, San Domenico di Fiesole, Italy
Phone: [+39] 055 4685 359
E-mail: veerle.deckmyn@eui.eu

They should be notified simultaneously to the EUI's Data Protection Officer [Data Protection Officer@EUI.eu].