PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA RELATED TO APPLICATION AND SELECTION PROCEDURES FOR EUI POSTGRADUATE PROGRAMMES (Ph.D., LL.M)

1. Online application system for EUI postgraduate programmes

This web page offers you an online electronic system for the applications for EUI postgraduate programmes.

As this online service collects and further processes personal data, the EUI’s Data Protection Policy outlined in the President’s Decision No. 40 of 27 August 2013 regarding Data Protection at the EUI is applicable.

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

By registering/submitting, the candidate gives his/her consent that his/her personal data will 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:
- the 1972 Convention Setting up the European University Institute as subsequently revised in 1992
- the Academic Rules and Regulations for the Doctoral and Master’s Programmes (last revised 16 April 2014 - IUE 139/1/14 (CA 129) rev.)

Personal data is collected and further processed for the purpose of the administrative management of applications to EUI postgraduate programmes (Ph.D./LL.M.), and of selection and admission procedures.

The processing operation involves the collection and management of relevant personal information and documents of candidates submitted through a dedicated online application system (and in some cases by email).

Information can relate to the following data:
- For all candidates: Personal data such as name, surname, date and place of birth, civil status, nationality, electronic and postal addresses, telephone number; and accompanying documents such as CV, degree transcript, language certificate, and research proposal, are collected through the dedicated online application system for the academic evaluation of candidates, and for the administrative management of the application and selection procedures.
• 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 on EUI website and publications by submitting a relevant form via the pre-registration software.

NB: Confidential letters of reference are submitted directly by the referees and they are not accessible to candidates.

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 EUI members (professors, administrative staff, representatives of doctoral students) who are involved in the selection process, as well as to grant-awarding authorities of member states and associate member states.

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) are 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?

The candidate’s data is stored securely on a hosted server on contract for the European University Institute. The data is also replicated to EUI internal servers over a VPN (encrypted network connection) between EUI and the hosted server. Named members of the hosting company who can access the data for technical reasons have signed the EUI privacy statement (including a declaration of confidentiality).

The candidate’s data will be treated confidentially and will be used only for the purpose specified in this statement. Candidate’s data is made available as specified in point 3 to relevant EUI members and grant-awarding authorities through a secure password-protected online access.

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 No. 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?

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

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

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

7. Technical Information

This website uses cookies for session management. The session information used by this 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

• Remarks can be addressed to the EUI’s Data Protection Officer [Data_Protection_Officer@EUI.eu].
You have the right to have 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 No. 40/2013 or No. 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.