

**PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA
COUNSELLING AND WELLBEING SERVICE OF THE
EUI**

(Last updated on 07.06.2017)

The Counselling and Wellbeing Service includes confidential short-term counselling and workshops that are provided to researchers, fellows, partners and staff of the EUI. The service by counsellors employed by the EUI is provided on an absolute voluntary basis and only upon your personal request.

The EUI's Data Protection Policy ([President's Decision no. 40 of 27 August 2013](#)) is fully applicable.

1. Description of the processing operation and Data Controller

In order to receive individual counselling, you should arrange an individual appointment with a Counsellor of your choice.

You may also participate in group courses and workshops, organized by the EUI.

The Data Controller, overall responsible for the processing of your personal data in this context, is the Director of the EUI Academic Service.

2. What personal data do we collect, which is the purpose and through which technical means?

Types of personal data

Upon the first individual session you complete a Registration Form by which you give your consent that the Counsellors collect your:

- Identification data: name, surname, age, nationality;
- Contact data: electronic and postal addresses, telephone number,
- Academic data: status, department, year of studies.

Purpose

The purpose of the data processing upon counselling is to carry out an analysis of your situation in order to give you the best possible support and to compile anonymous statistics about the use of the service. As well as, to manage your potential participation in workshops and classes.



Technical means

Personal data are recording by the Counsellors. They may take handwritten notes which will assist them in their work.

Additional personal data of any kind may be received in the course of the correspondence by e-mail between you and the Counsellors.

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

The Counsellor you chose has access to your personal data. As a matter of good practice, the Counsellors may receive supervision on your case with their colleagues (Counsellors share the access to the Registration forms of the clients) or an external supervisor (done anonymously).

Everything you've put on the Registration Form and the content of all counselling sessions are confidential. Only in exceptional circumstances the Counselling and Wellbeing Service might be required to report circumstances that, for example, represent a serious risk for yourself or for the others. The Counsellors evaluate the seriousness of the circumstances under their own responsibility. Wherever possible, your Counsellor would seek your agreement to disclose information.

4. How do we protect and safeguard your data?

All Counsellors are subject to the obligation of professional secrecy and to the respect of confidentiality.

Files are stored by the Counsellors in locked cupboards.

5. How long do we keep your data?

The Counsellors keep your data no longer than is required for accomplishing their task.

For researchers, fellows and visiting students: data is retained **until the end of the enrollment in the program.**

For staff members: data is retained **for one year after the end of the counseling work.**

When data retention is no longer necessary the Counsellors destroy the Registration Form and their notes.

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

You enjoy the right of access to the documents you have transmitted.

You enjoy the right to rectify and or to block the processing of data except for the Counsellor's working notes.



You can address your requests with regard to exercising your abovementioned rights to the Data Controller at: Veerle.Deckmyn@eui.eu with a simultaneous notification to the Data Protection Officer of the EUI at: Data Protection Officer@EUI.eu.

7. Right of Recourse

You have the right to have recourse if you consider that your rights under EUI President's Decision n° 40/2013 (EUI's Data Protection Policy) have been infringed as a result of the processing of your personal data by the EUI.

You can at any time have recourse to the DPO of the EUI (Data Protection Officer@EUI.eu), in particular to ask the DPO to verify the data and inform them whether the data they could not access were dealt with correctly and, if not, whether the necessary corrections were made.