



PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA

Privacy Statement for the Management of the EUI Parking Database

(last update 6.11.2019)

1. Description of the processing operation

All EUI members who intend to use the EUI car parks must fill in and submit the EUI Vehicle Registration Form as follows:

1. access the [EUI parking registration portal](#);
2. login with your EUI username and password;
3. Click on **New Vehicle**;
4. Fill in the Vehicle Registration form with the required information and finally submit your request (**Save**).

Long term parking in the designated area –see procedure published on EUI intranet - (for cars, motorbikes and bicycles alike) is subject to specific authorization granted by the REFS. It is allowed only for EUI members on mission or on leave for private or academic issues and is authorized for a maximum period of 90 consecutive days. Upon expiration of this period the EUI reserves the right to remove the vehicle and deposit it in a private and guarded area at the cost of the owner.

To obtain the authorization, EUI members must submit their request by filling in the car parking authorization form, the motorbike parking authorization form or the bicycle parking authorization form and send it by email to the REFS Parking Services at least 3 working days prior to departure (7 for bikes); if approved a confirmation email is sent to the EUI member who has submitted the request.

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

Type of personal data

Vehicle registration form

- Identification data: name, surname
- Contact data: e-mail address, phone number
- Data of the vehicle: Type, model, colour, plate number

Long term parking registration form

- Identification data: name, surname, category (eg. researcher, staff), EUI department/programme/centre/service
- Data of the vehicle: Type, model, plate number

In addition, data subjects are required to leave in the Control Room the following documents:

- copy of the vehicle registration document (libretto di circolazione);
- copy of the owner's ID card.

Purpose

The processing is necessary for the good management and functioning of the EUI, in particular because the REFS needs to identify any vehicle parked on EUI premises, in order to contact the owner should the car need to be moved or removed.

Technical means

Automated processing

Data collected through the intranet registration form are inserted manually using an ad-hoc application developed by ICT Service.

Single queries can be performed by the processor (both internal and external)

Data export can be performed by ICT service only.

Manual processing

Data collected through the application forms are inserted manually on the ad-hoc application.

3. Who collects and has access to your personal data and to whom are they disclosed?

Personal data are collected by the REFS parking manager and by the Control Room operators CSM. The ICT service may perform export of data.

4. How do we protect and safeguard your information?

All personal data collected are internally processed only by designated EUI staff members or agents, and stored on servers, which abide by the EUI security rules and standards. The EUI is committed to ensuring that the personal information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and help prevent unauthorised access and maintain data security.

The security of the personal data is safeguarded through adequate technical and organisational security measures in compliance with the EUI's data protection. Article 11 (Security of processing) of the President Decision n. 10/2019 of 18 February 2019 5/5

In particular:

Vehicle database:

- storage medium accessible only by authorised/designated staff members from REFS
- EUI user ID and password;

Vehicle long term park data:

- Access control system for the premises of the Control Room (locked rooms, security guards). No hardcopy documentation will be kept after the end of long term park request period.

In the case of a personal data breach, the data subject will be informed without undue delay (article 14 of the President Decision n. 10/2019 of 18 February 2019).

A Declaration of confidentiality and protection of personal data is signed by newcomers and current staff when the renewal of their contract is confirmed.

The contractor involved in this activity and its staff are bound by the duty of confidentiality and have to sign a declaration of confidentiality and protection of personal data.

5. How long do we keep your data?

The personal data are retained as follows.

Parking access (personal data contained in the database of registered vehicles):

- Contract length wise (for parking database active status) plus 30 calendar days after the end.

Long term parking length (up to 90 days, which is the maximum length of long-term parking):

- copy of the vehicle registration document (libretto di circolazione);
- copy of the owner's ID card.

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

If you wish to verify which personal data are stored by the responsible Data Controller, or access, correct or delete your personal data, please contact the Data Controller of the REFS at DataControllerREFS@EUI.eu. You will receive a reply within 30 working days of receipt of the request.

For more information about the EUI data protection policy, please visit <http://www.eui.eu/AboutTheWebsite/DataProtection.aspx>.
<https://www.eui.eu/About/DataProtection>

7. Recourse

You have the right to have recourse to the Data Controller of the REFS (DataControllerREFS@EUI.eu) with simultaneous notification to the EUI Data Protection Officer ([Data Protection Officer@eui.eu](mailto:DataProtectionOfficer@eui.eu)) if you consider that your rights under the President Decision n. 10/2019 of 18 February 2019 regarding Data Protection at the EUI have been infringed as a result of the processing of your personal data by the EUI.
