

**DECLARATION OF COMMITMENT TO THE OBLIGATIONS OF THE SUPPLIERS OF GOODS OR SERVICES ON THE PROCESSING OF PERSONAL DATA, INFORMATION SECURITY AND, IN PARTICULAR, THE ROLE OF SYSTEM ADMINISTRATOR**

The (*company-name*), based in (*ZIP code, street, city*), in the person of its legal representative (Ms. / Dr. / Mr. ...)

**Given that**

- The aforementioned company is a supplier to the European University Institute based in Florence, Via dei Roccettini 9, 50014 San Domenico di Fiesole (FI);
- As provided in the European Union legislation regarding the protection of personal data and the security of information technology, with particular reference to Decision n. 32/2008 of the President of the EUI regarding security measures (Article 13) and the obligation of the person in charge and/or system administrators at the EUI to act on instructions from the controller (Article 12);

**States**

With regard to the protection of personal data and the security of information technology

- To have adequately fulfilled the statutory requirements contained in Articles 12 and 13 of Decision n. 32/2008 of the President of the EUI;
- To have informed its own staff of the rules on Data Protection Regulation in force at the EUI and thereby

**Agrees**

- To issue, at the time of signing the supply contract, [the list of names of employees](#) who perform the role of IT system administrator, software engineer, software developer or technical duties at the EUI along with the indications of their respective role;
- To communicate promptly any changes and issue an annual update of the names and roles of employees working for the company at the EUI;
- To assume all responsibility for obligations concerning personal data protection and security, as required by law in the state in which the company \_\_\_\_ (company name) \_\_\_\_ is based, including the formal appointment of its employees who are responsible for the processing of personal data at the EUI;
- To assume all responsibility for obligations concerning the protection of personal data and the safeguarding of the security of information technology as prescribed by the Regulation in force at the EUI;

- To maintain the secrecy and the confidentiality of information acquired to perform the work commissioned by the EUI. This requirement is extended to the company's employees who perform their duties for the EUI;
- To comply with the provisions in the *"Policy on the provision of EUI user accounts to the staff of the external contractor"*;
- To comply with the provisions in the *"Policy on the provision of EUI electronic mailboxes to the staff of the external contractor"*.

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Signature of legal representative

Date: \_\_\_\_\_

**List of the employees of the company name**

Surname	First name	Date of birth	Role

Date (dd/mm/yy):

The above list will be updated and returned at least every year and according to new changes

**All data provided is processed only for administrative and institutional purposes, as provided in the articles 4, 5, 6 of the Decision of the President n.32/2008**