

## Privacy Statement for the Selection and management of Visiting Fellows

### 1. Description of the processing operation.

Personal data are processed for the efficient organisation and management of the stay of Visiting Fellows in the Department of History (HEC). Processing includes the management of application data for the purposes of selection, enrolment, working space allocation, organization of academic activities, dissemination.

### 2. What personal information do we collect, for what purpose(s), and through which technical means?

We collect identification data (name, surname, date and place of birth, gender, nationality), contact data (e-mail address), and professional data (PhD awarding institution, position, affiliation, nationality of affiliation, curriculum vitae).

Processing of visitors' personal data is needed for the efficient organisation and management of their visit and includes: selection, enrolment, working space allocation, organization of academic activities, dissemination.

Applications and attached documents are submitted online through the Osiris database. If necessary, data are extracted from Osiris in Excel tables. The nomination of selected candidates is submitted to the approval of the Executive Committee through an online platform. Working spaces are allocated through the SMART platform.

### 3. Who has access to your information and to whom is it disclosed?

The HEC coordinator and the administrative assistants process the data. The members of the open session of HEC Departmental Meetings (professors, representatives of the PhD researchers and of the Max Weber fellows) receive and evaluate the applications and attached documents. HEC admin staff and the History Information Specialist receive the applications and attached documents for information and in order to allocate office space. The Executive Committee members evaluate and approve the applications of selected candidates. The Welcome Unit assists the selected candidates with VISA issues and issues the EUI card. The Welcome Unit provides VISA assistance to selected candidates and the Security officers issue their EUI card. The name, surname and affiliation of selected candidates are published on the Guide for Researchers and on the EUI website.

#### **4. How do we protect and safeguard your information?**

Secure access controls are enforced using tools and technologies to ensure that access rights are granted according to the need. 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 authorization, data traffic is guarded by firewall software and performed in encrypted mode.

#### **5. How long do we keep your data?**

Data of non-admitted candidates are kept as long as needed for completing the above-mentioned purposes, but no longer than one year from the submission deadline. Data of selected candidates are kept as long as it is needed for institutional purposes, as specified in the Article 7 (1) of the President's Decision n° 10/2019

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

If you wish to verify which personal data are stored by the responsible Data Controller, or access, correct or delete your personal data stored at the EUI, please contact the Data Controller at [HEC.HeadOfDept@eui.eu](mailto:HEC.HeadOfDept@eui.eu). You will receive a reply within 30 working days of receipt of the request.

Remarks concerning this privacy statement can be addressed to the Data Protection Officer at [data\\_protection\\_officer@eui.eu](mailto:data_protection_officer@eui.eu).

#### **7. Right of recourse**

If you consider that your rights under [EUI President's Decision 10/2019](#) have been infringed as a result of the processing of your personal data by the EUI, you have the right to request a review according to Article 27 of the aforementioned decision.

Such requests should be addressed to the Data Controller:

The Head of the Department of History

[HEC.HeadOfDept@eui.eu](mailto:HEC.HeadOfDept@eui.eu)

They should be notified simultaneously to the Data Protection Officer

[data\\_protection\\_officer@eui.eu](mailto:data_protection_officer@eui.eu)

Florence, 3 August 2023