



European
University
Institute

DEPARTMENT
OF HISTORY
AND
CIVILIZATION

Privacy Statement for Visitors in the Department of History and Civilization of the European University Institute

1. Personal data processing of Visiting Fellows and Visiting Students in the Department of History and Civilization at the European University Institute

- Your personal data will be collected and further processed for the purposes detailed below. The relevant data processing operations are under the responsibility of the Head of the Department of History and Civilization as Data Controller.
- Special dedicated EUI web pages offer the possibility to apply via an online electronic system. By registering/submitting your application, you give your consent for your personal data to be collected and further processed for the purposes detailed below
- The EUI's Data Protection Policy (available under the following link: [Data Protection at the EUI](#)) applies to these operations.

2. Why are data collected and further processed?

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

3. What personal data does the EUI collect and further process, and how?

- Only the following data will be collected: title, family name, first name, nationality, gender, name of the organization, e-mail address, postal address and the country where the organization or individual is established, profession/position, phone number.
- Visitors may receive a Guest User Account associated to their registration data, to access the Internet and the EUI's services and infrastructures. In such a case, the Guest account information and the Internet navigation logs are both collected. The identification of the user connected to a log entry may only be provided upon a legally binding request by a judicial or a law-enforcement authority. The log data concerning access to electronic resources that are licensed to the EUI may be used to identify users who have violated the ["Terms and Conditions of Use for Licensed Electronic Resources - European University Institute"](#).
- Visitors may be given the opportunity to indicate individual requirements, e.g. those pertaining to special needs or mobility. This information will be processed only to ensure that these requirements are taken into account and will not be used or stored beyond the visiting period.
- The list of visitors (title, last name, first name, organization/company, country) may be published on the EUI website.

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

- Personal data may be collected only by the administrative staff of the Department of History and Civilization. Application dossiers are made available to the Departmental faculty. The dossiers may also be accessed by Academic Service and the EUI Welcome Unit to allow them to carry out related administrative tasks.
- Guest account details are only accessible to the EUI ICT Service.
- Visitors' data may be shared with service providers, external contractors and organisers only for institutional purposes pertaining to the organisation of the visit, provided they have in place comparable safeguards with regard to data protection, security and confidentiality.

5. Technical Information

- Our websites use cookies for session management. The session information used by our 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.

6. 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's security rules and standards.

7. How long do we keep your data?

- The EUI will keep your data only as long as necessary for the fulfilment of the institutional purposes mentioned above in point 2.

8. 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 stored at the EUI, please contact the Data Controller at the e-mail address mentioned in point 9 below.

9. Contact information

- If you have any questions or requests concerning the personal data collected for your visit, please contact the Data Controller (HEC.HeadOfDept@EUI.eu) and the administrative staff of the Department of History and Civilization (HEC.Secretariat@EUI.eu)

10. Recourse

- Remarks concerning this privacy statement can be addressed to Data_Protection_Officer@eui.eu
- Complaints should be addressed to the Data Controller:
Head of the Department of History and Civilization
European University Institute
Via Bolognese 156
50139 Firenze, Italy
E-mail: HEC.HeadOfDept@EUI.eu
They should be notified simultaneously to Data_Protection_Officer@eui.eu