

**PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA RELATED TO APPLICATION AND SELECTION PROCEDURES FOR EUI POSTGRADUATE PROGRAMMES (Ph.D., LL.M) AND EUI POSTDOCTORAL PROGRAMMES (JEAN MONNET FELLOWSHIPS, MAX WEBER FELLOWSHIPS, FERNAND BRAUDEL FELLOWSHIPS)**

**(Last updated: 5 September 2017)**

**1. Description of the processing operations. Online application system for EUI postgraduate and postdoctoral programmes**

Special dedicated EUI web pages offer you possibilities to apply via an online electronic system for the EUI postgraduate and postdoctoral programmes listed above. The application data submitted via the online system is exclusively used for the administrative management of applications to these programmes and for the selection of candidates for them.

As this online service collects and further processes personal data, the EUI's Data Protection Policy outlined in [President's Decision n° 40 of 27 August 2013 regarding Data Protection at the EUI](#) is applicable.

The relevant data processing operations are under the overall responsibility of the Director of the EUI's Academic Service, acting as the Data Controller.

By registering/submitting your application, you give your consent for your personal data to be collected and further processed for the purposes detailed below.

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

Personal data is collected and further processed for the purposes of the administrative management of applications to EUI postgraduate (Ph.D., LL.M) and postdoctoral (Max Weber, Jean Monnet and Fernand Braudel) programmes and for the selection of candidates for these programmes.

The processing operations involve the collection and management of relevant personal information and application documents of candidates submitted through a dedicated online application system.

The following data will be collected:

- For all candidates:

**Identification data:** name, surname, date and place of birth, civil status, gender, nationality, copy of ID/passport (only for Ph.D. and LL.M. applicants)

**Contact data:** e-mail address, telephone number, mobile telephone number, postal address, country of residence.

**Professional data:** CV; educational background, degree transcript, languages and language certificates, and GRE Certificates where applicable; research proposal; confidential reference letters.

- For admitted candidates: **additional personal information** such as copy of ID/passport (if not previously requested as part of application), photo, local address, and emergency contact details. Personal information of admitted candidates is collected through online forms and/or by email and/or in hard copy.

Admitted candidates are also requested to give consent/denial for the use of their photo and publications on the EUI website by submitting a relevant form via the pre-registration software.

### **3. Who has access to your personal data and to whom is it disclosed?**

- Data of all candidates: the complete application dossiers are only made available to EUI members (professors, administrative staff, and representatives of research students where applicable) who are involved in the selection process, as well as to grant-awarding authorities of member states (where applicable).
- Identification and Contact data of admitted candidates: access is also granted to the EUI administration (e.g. Communications and Real Estate & Facilities Services). Identification and Contact data may also be transferred to the Italian Ministry of Foreign Affairs and International Cooperation for visa support letters and/or the special ID Card issued by the Ministry (Carta di Identità Org.Int.li. o Missioni Est. Spec.), if requested by the admitted candidates.

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

Your data will be treated confidentially and will be used only for the purpose specified in this privacy statement and the relevant notifications. The access described under 3. will be granted only through a secure password-protected online access.

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 authorisation, data traffic is guarded by firewall software and performed in encrypted mode.

Data of admitted candidates who request a Visa support letter or the special ID Card issued by the Italian Ministry of Foreign Affairs and International Cooperation, is shared with the Ministry with a secure password-protected online service, by electronic mail or by registered postal mail, if requested by the candidates.

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

Data is kept as long as needed for completing the above mentioned purpose, but no longer than one year from the submission deadline.

Data of admitted candidates is kept as specified in the Article 6 (2) of the President's Decision n° 40/2013:

“Administrative data concerning researchers, fellows, and members of the staff may be retained



by the EUI as long as it is needed for institutional purposes. The administrative data retained beyond the completion of the specific purpose for which they were collected but they have to be maintained for the purposes of proof will be deleted if the data subject objects to their retention.”

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

You have the right to verify which data is stored by the EUI, with the exception of the confidential reference letters provided directly by the referees.

You can modify or cancel applications before the deadline for submission. After that deadline, you have read-only online access to your application. You can ask the Academic Service to modify your personal details but not the application documents.

If you have registered but not submitted an application, you can request the Academic Service to delete your registered data.

Upon request and within three months from its receipt, you may obtain a copy of your personal data undergoing processing, with the exception of the confidential reference letters provided directly by the referees.

## **7. Technical Information**

EUI’s website uses cookies for session management. The session information used by EUI’s 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 (editing your profile).

## **8. Contact information**

Any request for access, rectification, blocking and/or erasing your personal data should be directed to the Academic Service as Data Controller at: [applyres@eui.eu](mailto:applyres@eui.eu). You will receive a reply within 30 working days of receipt of your request.

## **9. Recourse**

You have the right of recourse to the Data Controller with simultaneous notification to the EUI’s Data Protection Officer if you consider that your rights under EUI President’s Decision n° 40/2013 or n° 11/2014 have been infringed as a result of the processing of your personal data by the EUI.

These complaints should be addressed to the Data Controller:

Director of the Academic Service  
European University Institute,  
Via de Roccettini, 9, San Domenico di Fiesole, Italy  
Phone: [+39] 055 4685 359  
E-mail: [veerle.deckmyn@eui.eu](mailto:veerle.deckmyn@eui.eu)



They should be notified simultaneously to the EUI's Data Protection Officer [[Data Protection Officer@EUI.eu](mailto:Data Protection Officer@EUI.eu)].