

Privacy Statement

for the application, selection and admission procedures for EUI postgraduate programmes (Ph.D., LL.M, MRes) and postdoctoral programmes/fellowships (Jean Monnet Fellowships, Max Weber Fellowships, Fernand Braudel fellowships, Policy Leader fellowships)

[Last updated: 15 July 2022]

1. Description of the processing operations

Special dedicated EUI web pages offer you possibilities to apply/register via online electronic application forms for the EUI postgraduate (Ph.D., LL.M, MRes) and postdoctoral programmes/fellowships (Jean Monnet, Max Weber, Fernand Braudel, Policy Leader fellowships).

The data submitted via the online application forms is exclusively used for the administrative management of applications, for the selection and admission of candidates.

By registering/submitting your application/registration forms, you give your consent for your personal data to be collected and further processed for the above-mentioned purposes.

Where applicable, some personal and sensitive data - as specified under point 2 - is collected by means of optional survey, and is processed in aggregated form for the purpose of conducting a survey relating to social, ethnic and racial diversity at the EUI.

The above data processing operations are carried out in compliance with the [EUI's Data Protection Policy outlined in the President's Decision No. 10 of 18 February 2019](#) regarding Data Protection at the EUI and under the responsibility of the Academic Service Director of the European University Institute, who is the respective Data Controller.

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

Types of data collected:

For all candidates:

- Personal 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 transcripts, languages and language certificates, GRE Certificates where applicable, research proposal/work plan, confidential reference letters.

Optional data for social, ethnic and racial diversity surveys: information on parental education, and ethnic and racial inclusion (this is optional survey and will be collected upon specific consent of the data subject).

For admitted candidates:

- Additional personal information such as copy of ID/passport (if not previously requested as part of application), photos, local and emergency contact details.
- Economic and financial condition of candidates and their household, in case of candidates who request visa assistance to the EUI; sexual orientation (sensitive data), if visa assistance is requested for the candidates' family members.

Personal data are processed to fulfil the following purposes:

- Administration of submitted applications and of the different stages of the selection procedures.
- Administration of registration and admissions procedures.
- Monitoring the social diversity and ethnic and racial inclusion of the EUI (only aggregated data). Assessing the impact of the EUI policies and practices in this area (only aggregated data).
Distribution of overall and anonymous statistics to ensure social, ethnic and racial inclusion in the respective programmes.

Technical means used to collect the data:

- For the selection of the above-mentioned categories of candidates, applications are submitted on the EUI online application form or by email.
- For the registration and admission of the above-mentioned categories of candidates, personal data are collected through relevant EUI online pre-registration and registration forms and/or by email and/or in hard copy.

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

Recipients of data of all candidates:

- The complete application dossiers (excluding the data on the parental education level, racial and ethnic inclusion) are only made available to EUI members involved in the recruitment procedures: Professors (including incoming professors who have signed a contract with the EUI), administrative staff and the representatives of researchers who are involved in the selection process. Data are also transferred to the relevant funding authorities (where applicable, as selected by candidates).

Recipients of data of admitted candidates:

- EUI Services: Communications Service; Budget and Financial Affairs Service; Accounting Unit; Real Estate and Facilities Service; ICT Service; Office of the Secretary General/President.
- Identification, contact data and additional personal information, including sensitive data (sexual orientation) 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 Diplomatic Protocol (*Carta di Identità Org.Int.li. o Missioni Est. Spec.*) for candidates or their family members, if assistance is requested by admitted candidates.

For data processed for the purpose of the EUI social, ethnic and racial diversity projects, only aggregated data may be shared with EUI members in charge of the project.

4. How do we protect and safeguard your information?

The candidate's data will be treated confidentially and will be used only for the purposes specified in this statement.

The candidate's data are stored securely on a hosted server of the European University Institute.

Data traffic is guarded by firewall software and performed in encrypted mode.

Where necessary, data may be kept for archiving on an external storage device kept in a zone secured with access limited to authorized officers.

Paper files are stored in locked file cabinet with restricted access on the premises of the Institute.

A Declaration of confidentiality and protection of personal data is signed by EUI's staff.

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 (including Embassies, Consulates, Visa offices) 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. Sensitive data is transferred using encryption technologies.

5. How long do we keep your data?

- **Data of non-admitted candidates:**
 - Data are kept as long as needed for completing the above-mentioned purposes, but no longer than one year from the submission deadline.
 - Information on social diversity and ethnic and racial inclusion as part of the optional survey (if applicable) is stored for up to the conclusion of the recruitment procedure.
- **Data of admitted candidates:**
 - Data are kept permanently, according to Article 7(1) of the EUI's Data Protection Policy.
 - Information on social diversity and ethnic and racial inclusion as part of the optional survey (if applicable) is stored for up to the conclusion of the participation in the EUI programme.

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

If you wish to verify, access or correct your personal data stored at the EUI, with the exception of the confidential reference letters provided directly by the referees, please contact the Data Controller at ServAC@eui.eu.

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 applied and decided to withdraw your application, you can request the Academic Service to delete your registered data at any time.

You have the right to withdraw your consent to the processing of your personal data regarding the parental education, ethnic and racial inclusion (collected on optional survey) and have those data deleted by the Data Controller.

The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Remarks concerning this privacy statement can be addressed to data_protection_officer@eui.eu .

You will receive a reply within 30 working days of receipt of the request.

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:

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

They should be notified simultaneously to data_protection_officer@eui.eu.