

Privacy statement for Management of Medical Certificates for Researchers' Medical Leave, Maternity Allowance or Intermission of Studies

(Last update: 25 January 2016)

1. Description of the processing operations

As a researcher, the EUI requires you to be residing in Florence but in certain circumstances you may apply for a leave of absence from the programme.

The following Privacy Statement excludes leaves of absence for thesis-related research visits or similar, or military service.

N.B.: You are strongly advised against sending Medical Certificates to the Department but only directly to the specifically designated staff members of the Academic Service (currently Ms Fatma Sayed and Ms Michela Menicagli).

Medical certificates of Researchers are being managed by the EUI's Academic Service in the following cases:

• Intermission on medical grounds

Intermission may be granted on medical grounds. A reasoned request, **including a medical certificate and or medical report where appropriate**, should be addressed to the Academic Service which will seek the advice of the department and submit the request to the Entrance Board. Medical certificates should normally not be dated more than thirty days before the request for intermission is submitted. The certificate should specify the period of intermission that is pertinent to the request.

• Intermission on the basis of duty of care

In cases such as prolonged illness, where researchers provide full-time care of their partners, children or relatives of the first degree, intermission may be granted. Within a month of the commencement of absence, a reasoned request should be addressed to the Academic Service which will seek the advice of the department and submit the request to the Entrance Board.

• Intermission for parental leave / maternity leave

Researchers may intermit their studies on grounds of parenthood imminently before and after the birth of their child. A request should be addressed to the Academic Service which will submit the request to the Entrance Board.

Researchers applying for parental or maternity leave may intermit their studies for a maximum of six months.

• Maternity Allowance

Any researcher claiming maternity allowance must already have been granted maternity leave by the Entrance Board.

Any researcher submitting a claim for maternity allowance shall submit the request to the Academic Service, providing evidence of when the baby is due/was born in the form of a **maternity or medical certificate**, or birth certificate of the child. Female researchers registered in the EUI postgraduate programmes may be eligible for payment of a maternity allowance from the Institute, respectively within 12 months (for the one-year LL.M. programme) and 48 months (for the PhD programmes) of registration.

2. Data Controller

This processing of personal data is done under the overall responsibility of the Director of the Academic Service of the European University Institute, who is the Data Controller within the meaning of the applicable Regulations.

3. What personal data does the EUI collect, for what purposes and how?

Personal data that we collect

The medical certificates that we manage will include only **your names, date of visit and the period of rest (intermission or health leave) required with specific dates.**

No other medical or personal data is collected.

Should you request special adjustments of work environment or academic requirements (special facilities for the disability policy - for example assistive technologies, visual aid, etc.) medical indications/advice from doctors may be included in the certificate.

Purposes of processing of your data

The purpose of the processing your data from medical certificates is to justify your entitlement to various types of leave, maternity allowance or intermission of studies.

How do we collect and further process your data?

We do not process your personal data through manual or automatic means, but only electronically and in compliance with the applicable regulations.

When you send copies of your medical certificates to the attention of either of the two designated staff members of the Academic Service, they are kept in a password-protected confidential folder accessible only by the latter.

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

Only two specifically designated members of the Academic Service receive and process your data. These are not shared with any other Service of the Institute or third parties.

5. How do we protect and safeguard your information?

The security of the personal data is safeguarded through adequate technical and organisational security measures in compliance with Article 10 (Confidentiality & Security) of the President's Decision No. 40 of 27 August 2013 regarding Data Protection at the EUI.

Technical measures to ensure level of security appropriate to the risks represented by the processing and the nature of the personal data to be processed and to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and to prevent all other unlawful forms of processing.

Organizational measures to ensure level of security appropriate to the risks represented and to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and to prevent all other unlawful forms of processing:

Some medical data are stored in electronic format on secure servers of the Institute. User IDs and passwords are being used. Only designated staff has the possibility to access the data kept for the purpose of administrative or financial process.

For hardcopy documentation, limited number of staff having access to cupboards; the storage offices are always locked when unattended.

6. How long do we keep your data?

Your data for this processing operation is kept for 3 (three) years. It may be kept for longer only in case of a dispute or an appeal.

7. What rights do you have with regard to your personal data and how can you exercise them?

Right of information on the types of processed data and on data subjects' rights:

A privacy statement specifying all the rights of the data subjects with regard to the processing of their personal and medical data is available and easily accessible on the EUI Intranet pages that are related to the processing of health data and accompanies the present notification in the EUI DPO's Registry.

Right of rectification of inaccurate or incomplete data:

The right of rectification granted to the data subjects implies not only the correction of any administrative inaccuracy in their medical file but also the possibility to supplement it with any second opinion of other professional medical advisor.

The results of medical examinations and the diagnosis cannot be altered, but a comment of the data subject can be added.

You have the right to make remarks, requests and the right of recourse

- **Remarks** related to the protection of personal data can be addressed to the EUI's Data Protection Officer: Data_Protection_Officer@EUI.eu.
- Any **request** for access, rectification, blocking and/or erasing your personal data should be directed to the Controller at: Veerle.Deckmyn@eui.eu. You will receive a reply within 30 working days of receipt of your request.
- You have the right to have **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 can 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 4685359
E-mail: Veerle.Deckmyn@eui.eu

Complaints should be notified simultaneously to the EUI's Data Protection Officer: Data_Protection_Officer@EUI.eu.