

Privacy statement for Management of Researchers' and Post-doctoral Fellows' Data for Insurance Purposes

(Last updated: 18.11.2016)

1. Description of the processing operations

N.B.: To minimise recipients of this data to the strictly necessary, you are strongly advised against sending Medical Certificates to the Departments but only directly to the specifically designated staff member/ functional mailbox of the Academic Service.

Medical and accident insurance matters for researchers and post-doctoral fellows are dealt with by the Academic Service in the following cases:

- **Subscription to the EUI – Cigna medical insurance scheme:**

Researchers, fellows and their accompanying dependents must have medical insurance for the entire duration of their stay at the Institute.

New EUI members who are already covered by a private or state/national medical insurance will be requested, upon registration to sign a [Medical insurance Declaration Form](#), stating that they are adequately covered during the tenure of their EUI affiliation

For anyone who cannot or who does not subscribe to a private or state/national insurance scheme, the Institute offers a group medical insurance policy taken out with **Cigna Life Insurance Company of Europe NV/Cigna International Health Services BVBA (Policy Nr. 910.K62)**.

In order to apply to join the Cigna medical insurance scheme, researchers and post-doctoral fellows should follow the instructions available at <http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/CignaInsuranceScheme.aspx#HowtoSubscribe>.

- **Management of Accident Insurance claims for reimbursement** - <http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows.aspx#accidentins>

The Accident Insurance is an additional, collective policy that the Institute has taken out with **Cigna Life Insurance Company NV/Cigna International Health Services BVBA (Policy Nr. 910.K88)**.

<http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows.aspx#AccidentInsurance>

The following EUI members are, **by default**, covered worldwide against the risks of accident:

- Ph.D. or LL.M. researchers;
- Post-doc fellows;
- Trainees;
- Visiting researchers;
- Visitors;
- Children (only during their stay at the day childcare centre of the EUI).

The dependents of the above EUI members - except children at the day childcare centre of the EUI - are NOT eligible for this accident insurance coverage. They are advised to take out accident insurance coverage either in Italy or in their country of origin that will be valid for the entire duration of their stay in Italy.

In case an accident occurs, the [Declaration of Accident form](#) needs to be completed within 60-days from the date of the accident and be send to notificationofaccident@cigna.com, with all relevant documentation issued by the Emergency Service or medical authorities

- **Travel and Medical Insurance for Short-term Visitors to the EUI**

According to the European Council Decision of 22 December 2003 ([OJ L5, 09/01/2004, p.79-80](#)) regarding the requirement to be in possession of travel medical insurance when applying for a short-term or travel visa, 'applicants must show that they are in possession of adequate and valid individual or group travel insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment'.

To facilitate short-term visitors (i.e. visiting the EUI for a few days), the EUI provides an Accident Insurance with **Cigna Life Insurance Company NV/Cigna International Health Services BVBA (Policy Nr. 910.K88)**.

- **Issuing of insurance certificates**

Members who are registered with Cigna can download an Insurance certificate through their personal [Cigna account](#) (under 'My plan').

For more specific health insurance certificates please contact the Academic Service by email at health.insurance@eui.eu.

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 for:

The **EUI-Cigna group medical and accident insurance schemes**, the following information is collected and sent to Cigna:

- Eligible EUI members: First and family names, nationality, date of birth, gender, EUI ID number, status, department, cohort, grant source, email and eligibility period.
- Eligible Dependent family members (where applicable): First and family names, date of birth, gender, nationality, relationship to the EUI member and eligibility period.

At the beginning of each academic year Cigna receives a full list with the above information in which it is also mentioned whether the enrolment of subscribers, or potential subscribers, is funded by a grant authority (EUI paid) or self-paid.

On a monthly basis, the Academic Service sends to Cigna a report of new EUI members eligible for Cigna (if any), and of EUI-paid members whose insurance coverage must be suspended for a specific period.

The **Medical Insurance Declaration Form**:

- First and family names, date of birth, EUI status and period of the EUI affiliation;
- Nationality;
- Source of grant/ income;
- Alternative Insurance coverage
- Signature.

Reimbursements under the EUI-Cigna Accident insurance

The reimbursement process is directly managed between the plan member and Cigna. A specifically designated staff member of the Academic Service is available to intervene on behalf and upon request of the plan member in case problems related to the reimbursement occur. In this case, the plan member must explicitly authorize the

designated staff member of the Academic Service to access and manage any personal data, information or documents related to his/her accident.

Specific insurance certificates issued by the Academic Service

- Researchers and fellows: Family and first names, date and place of birth, nationality, name of the program at the EUI, year, department, duration of insurance coverage, name of the insurance company and policy No.
- Dependent family members: First and family names, date and place of birth, nationality, relationship to the EUI member, duration of insurance coverage, name of the insurance company and policy No.

Purposes of processing of your data

Personal data is being managed for the subscription to the EUI-Cigna group medical and accident insurance schemes.

How do we collect and further process your data?

Data are stored in paper and electronic files. The filled in and signed [Medical Insurance Declaration Form](#), when submitted on paper, is manually processed.

In case a plan member has explicitly requested the specifically designated staff member of the Academic Service to intervene regarding the **reimbursement under the Cigna Accident insurance**, the copies of eventual medical documents and/or other personal information related to the accident that are sent to health.insurance@eui.eu are processed electronically.

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

Only a specifically designated member of the Academic Service receive and process you data. Data is not shared with any other Service of the Institute or third parties, with the exception of CIGNA (<http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows.aspx#accidentins>).

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 office is always locked when unattended.

6. How long do we keep your data?

Any documents and data concerning the medical and accident insurance are managed according to the AS classification scheme RAME (<http://www.eui.eu/Documents/ServicesAdmin/RAME/Intranet/ClassificationSchemes/InUse/AS-rev1INPROGR-2010-RAME-16-06-10.pdf>), **after which they are destroyed.**

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 the correction of any administrative inaccuracy in their medical file. The results of medical examinations and the diagnosis as such cannot be altered, but the data subject has the possibility to supplement it with an additional opinion of another medical professional and to add a comment.

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 Data 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 **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:

European University Institute
Director of the Academic Service ,
Via de Roccettini, 9, San Domenico di Fiesole, Italy
Phone: [+39] 055 4685359
E-mail: Veerle.Deckmyn@eui.eu

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Data_Protection_Officer@EUI.eu.