



## PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA

### REGISTRATION AND MANAGEMENT OF TENANTS AT THE EUI RESIDENTIAL ACCOMMODATION

*(Last updated on 18.03.2016)*

#### 1. Description of the processing operation and Data Controller

**Applicants**, who would like to live in the EUI accommodation - Pian del Mugnone (PDM) and Ponte alla Badia (PAB), shall submit an application form.

The application form is available (usually at the beginning of May) at: <http://www.eui.eu/ServicesAndAdmin/Housing/LongTermHousing/ResearcherFlats/HowtoApplyforEUIResidentialAccommodation.aspx>

**Admission** per Academic Year is decided by the Members of the Housing User Group Committee; allocation is then finalised and main and reserve lists are drawn up. Allocation is granted taking into consideration the length of the contract and the level of income and family situation.

**Current tenants** wishing to renew the request for EUI housing for the following year must do it by the deadline set by the Housing User Group (an e-mail will be sent by the Housing Officer in March): essential condition for the renewal is the request for a 12-month (or 18-month) contract together with proven documentation of renewed EUI affiliation.

The Housing Office also has to provide, if requested, a Housing Certificate for letting new tenants, their partners and/or their relatives, to obtain their VISA.

The Data Controller is Mrs. Kathinka España, Director of the Real Estate and Facilities Service (REFS).

In compliance with applicable national legislation (Art.7 of Dlgs 286/98), the tenant who hosts a non-EU citizen guest or stateless person in his flat, staying more than 3 consecutive nights, must fill in the form *Comunicazione di ospitalità in favore di cittadino straniero* (for PAB Flats) and transmit it to the Questura di Firenze or fill in the form *Cessione di Fabbriato* and transmit it to the Police Office of Fiesole (for PDM Flats).

**The relevant obligation for notification to the national authorities falls upon the tenants. Only if they wish so, on their own initiative and consent, they may contact the Housing Office to help them fill in the relevant forms and submit them to the national authorities. The Institute doesn't keep any relevant records and any supporting documents submitted in that regard are destroyed immediately.**

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

##### Type of personal data

In order to register and manage tenants at the residential accommodation, the EUI processes tenants':



Identification data: name, surname; date and place of birth; nationality; function; family status; valid Visa if non-EU citizens, a valid ID document (included partner's valid ID document or Visa (if required));

Contact data: home address; phone numbers (requested only in the Application form); e-mail address;

Financial data: bank account details (bank name, IBAN, Swift or BIC code); information concerning income (requested only in the Application form); Italian tax code called 'codice fiscale'.

**The purposes of the collecting are:**

- To provide furnished flats to tenants
- To determine the rental contribution (rent + deposit refund partially or entirely and to reach the amount for covering the mortgage concerning the Fond de Pension)
- To notify the allocation of the flat to the Italian Authorities
- Tenants to have access to the PAB flats services (wifi, badges, keys, maintenance, security).

**Technical Means**

Personal data is processed through **automated, manual and electronic means**.

*Automated processing*: mass mail lists for PAB and PDM flats are used in order to send emails to tenants, when applicable.

***N.B.: The mail list has a functional name (DL\_PAB & DL\_PDM) and individual tenants cannot be identifiable by the other members included in the list.***

*Manual processing*: Main and Reserve lists are drawn up from the application forms. Some Housing Office forms are processed manually, others – *electronically* (for a full reference, please consult the relevant Notification Form).

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

**Access**

Mrs. Cécile Brière - EUI Flats Housing Officer, member of the REFS, is the processor of the personal data and therefore has access to it.

**Disclosure**

Personal data related to the payment of the rental amounts is sent to the respective members of the **Budget and Financial Affairs Service and Accounting Service**, involved in the processing operations related to the collection of the rental amounts.

Both Services have access to the document Acceptance Request (upon the arrival of the tenant) which is necessary for the payment of the deposit, the monthly rent, the sanitization and the contract registration fee.

They also have access to the document Financial Payment Request (output of the tenant after check out) which is necessary for the reimbursement of the deposit to the tenant with the deduction of eventual extra charges.

#### 4. How do we protect and safeguard your data?

The EUI is committed to ensuring that the personal information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and help prevent unauthorised access and maintain data security.

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.

All the Housing Office folders are shared with the following people with the following access rights:

**read-only:**

Kathinka España  
Claudio Barzini  
Walter Pugliese

**writing/reading:**

Cécile Brière  
Costanza Lari  
Laura Bechi  
Alessandro Masselli

**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.

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

The retention period of personal data and supporting documents is 10 years after the tenant leaves the flat, according to the requirements laid down in Art. 78 (3) of the [EUI Financial Rules](#).

#### 6. How can you verify or modify your information?

You have the **right of information** on the types of processed data and on your rights - the Rules and Regulations for EUI Residences are on display in the flats and in the common areas.

In case you find that your personal data is inaccurate, incomplete and/or outdated, you can request from the Data Controller the rectification of the data, by providing any new supporting documents, evidencing the change in the circumstances.

If you have requests concerning your rights and you wish to rectify some of the data, you can address yourself to the Data Controller at the following e-mail address: [DataControllerREFS@EUI.eu](mailto:DataControllerREFS@EUI.eu). The Data Controller will reply as soon as possible, but no later than 30 days of receipt of your request.



## **7. Right of recourse**

You have the right of recourse to the Data Controller with simultaneous notification to the EUI Data Protection Officer [[Data\\_Protection\\_Officer@EUI.eu](mailto:Data_Protection_Officer@EUI.eu)] if you consider that your rights under EUI President's Decision 40/2013 or 11/2014 have been infringed as a result of the processing of your personal data by the EUI.