

Privacy Statement for “External Collaborations/Public Procurement”

23 March 2020

1. Description of the processing operation.

The EUI issues contracts and contract letters to external collaborators according to the rules set up in the President’s Decision 19/2018 concerning Public Procurement.

For this reason, the Service/Academic Unit in charge of the specific procedure requires: e.g. personal data (Contract Information Form-CIF), CVs, quotations, bank details and other financial data (only for selected candidates).

The Director of the Service or the Head/Director of the Academic Unit in charge of the specific procedure acts as Data Controller.

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

Type of data collected:

- Personal data allowing the external collaborator to be identified: e.g. surname and first name/company name, date of birth, address of fiscal/legal residence, legal representative (only company), tax code (VAT number for companies).
- Curriculum vitae (if applicable) - sensitive data (e.g. religious beliefs) may be processed, as they may be revealed by the data subjects in their CV.
- Quotation (if applicable).
- Bank details and other financial data (only for selected candidates).

Purposes: Selection of external collaborators or economic operators/Preparation of external collaboration or economic operators; contracts/Procurement procedures/ auditing purposes.

Personal data are submitted by e-mail to the relevant Service/Academic Unit, as outlined in the call for tenders/expressions of interest.

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

Access to data

Inside the EUI:

Up to 60.000 euros:

- Staff of the Service/Academic Unit that is in charge of the specific procedure.
- BFA service staff in charge of External collaboration contracts/Procurement procedures

Over 60.000 euros:

- Staff of the Service/Academic Unit that is in charge of the specific procedure.
- BFA service staff in charge of External collaboration contracts/Procurement procedures
- Office of the Secretary General
- Internal Audit Office
- Communication Service for publication of successful tenderers/candidates names



- Protocol Office for registration/historical purposes.

In addition, in case of control or dispute, data may be disclosed to the Internal Audit Office and/or Legal Advisor Office. Also the Accounting Officer can make all checks he/she deems necessary to enable him/her to sign off the accounts.

Outside the EUI:

- External auditors.
- Donors and external auditors (In case of contracts funded by external funds).

4. How do we protect and safeguard your information?

The security of the personal data is safeguarded in compliance with Article 11 (Security of processing) of the President's Decision No. 10 of 18 February 2019 regarding Data Protection at the EUI.

Only subjects involved in the specific procedure have access to the essential data necessary to perform the tasks/services.

Data may be stored:

- mailboxes/shared folders of the relevant Service/Academic Unit
- BFA shared server S
- mailboxes Financial Management
- excel files: register of the contracts, list of collaborators subject to withholding tax ("ritenuta d'acconto")

NB. Once external collaborators/economic operators are selected their personal data (when it is the case) is transferred to other EUI Services/Academic Units for the preparation of contracts and other financial requirements (eg. HR, Accounting Unit etc).

5. How long do we keep your data?

Personal data will be kept for 10 years from the date of the discharge decision for the implementation of the budget. Any documents relating to operations not definitively closed shall be kept beyond that period until the end of the year following that in which the operations are closed, in line with Article 78 of the EUI's Financial Rules.

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

If you wish to verify which personal data are stored by the responsible Data Controller, or access, correct or delete your personal data stored at the EUI, please contact the relevant Data Controller. You will receive a reply within 30 working days of receipt of the request.

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

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 relevant Data Controller.

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