INFORMATION AND CONSENT ON PERSONAL DATA TREATMENT

Subject: Information pursuant to Legislative Decree no. 196/03 (Codice della Privacy, Privacy Code) containing provisions for the protection of persons and other entities regarding the processing of personal data.

Dear User,
pursuant to Legislative Decree no. 196/03, EIUC (European Inter-University Centre for Human Rights and Democratisation) with head offices in Riviera San Nicolò, 26 Lido di Venezia (VE), “data controller”, is obliged to provide some information regarding the use of personal data.

Source of data
The personal data in our possession are collected directly by individual users and/or their collaborators, and by public databases.

Purpose of data processing
Personal data are treated for the purposes of our activities, i.e. promoting, educating and creating a community of scholars, researchers, professionals with problem-solving skills and high creativity levels for promoting democracy and implementing human rights worldwide. The personal data that you provided to us before or after the execution of your agreement with EIUC will be treated by EIUC for the management and performance thereof and for the following related purposes:

• For any objectives connected to obligations under any statutes, regulations, EU legislation, and provisions given by authorities legally empowered to do so and by regulatory and supervisory authorities.
• For any objectives connected to our activities for which you may give or withhold your consent, i.e. for educational, logistical, managerial, operative, statistical and commercial purposes.
• For any objectives connected to our activities aimed at promoting democracy and implementing human rights worldwide, which include initiatives such as the EIUC Expert Network Database and especially the organisation of Masters aimed at connecting professors, students, academic institutions and key partners of both EIUC and the E.MA Programme (such as the European Union, national/regional/local Italian authorities, international and non-governmental organisations operating in the field of human rights and democratisation).

Generally, the data treatment will not concern personal information considered as “sensitive”, i.e. which could reveal ethnic and racial origins, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, or religious, philosophical, political or trade-union associations or organisations, as well as personal data which could reveal health state and sex life.

The Data controller may only have access to sensitive data if it needs information about the mobility capacities or any allergies of its guests so as to be able to identify the most suitable facilities for them.

The personal data acquired for the conclusion of agreements will be kept on paper and computer archives for the whole duration of the agreement. The personal data that you have personally given will be kept in compliance with and within the limits of any legal requirements.

Data treatment methods
Data shall be treated using instruments suitable for guaranteeing security and confidentiality, both manual and automated (both IT and telematic) suitable for memorising, managing and transmitting such data.

The personal data reported by the Users (e.g. on curricula) inserted at EIUC discretion into the EIUC Expert Network Database will be treated following the special procedure described below, aimed at ensuring the maximum protection of the rights set out in the Testo Unico Privacy (Consolidated Text on Privacy).

The procedure for data input into the EIUC Database and use thereof consists of three phases: data input/control, data anonymization and publication and interrelation between users and third parties. More specifically, (Phase 1) Users will log into the www.eiuc.org website; EIUC will provide Users with their access credentials by way of an automatic email; Users will register in the reserved area of the website and EIUC will validate the profile; (Phase 2a) EIUC, with the Users’ express consent, will send their profile to external third parties to gain access to job opportunities; (Phase 2b) EIUC will anonymize their profile, by replacing their personal details with an ID and EIUC will publish the anonymized profile into the
database; (Phase 3) third party Organisations interested in the professional profiles promoted by EIUC will ask for the credentials to access the database search engine; once they have identified any interesting profile, third party Organisations will forward the selected IDs to EIUC; EIUC will contact the users corresponding to the ID and ask for their consent to forward their personal data to such third parties; third party Organisations will then be able to contact the identified User.

We inform you that your personal data will be treated in compliance with Legislative Decree 196/03, which provides, inter alia, that such data are:

- treated in a lawful and correct manner;
- collected and registered for established, explicit and legitimate purposes;
- precise and, if necessary, revised;
- pertinent, complete and do not exceed that necessary for the purposes of treatment.

**Categories of persons to whom data may be communicated**

We inform you that the personal data that you will provide or those that will be acquired during your relationship with EIUC may be communicated to financial authorities, social security organisations and public law-enforcement authorities whose duties are strictly connected to and therefore essential for our activities.

Your data may be communicated to EIUC’s employees, professionals and collaborators, and to any persons in charge with the management and entertainment of the IT instruments functioning under the responsibility of the Data controller of the data treatment, as well as any professionals that you may appoint.

If you give your consent to the publication of your profile (e.g.: personal details, curricula, ...) through the various institutional communication channels (websites managed by EIUC, bulletin boards, publications, social networks, advertising materials etc.), we inform you that the data included in the profile will be circulated.

**Data-subject's rights**

Articles 7 and following of Legislative Decree no. 196/2003 grants specific rights. In particular, the data-subject can obtain at any time:

- confirmation of the existence of his/her personal data and access to such data in an intelligible form;
- information on the origin of the data, on the purposes, methods and logic of their treatment, on the personal details of the data controller and the persons to whom the data may be communicated;
- revision, rectification and supplement of the data, their cancellation and transformation into anonymous form or a block on data processed in breach of law;

Finally, the data-subject can oppose the processing of data for lawful reason.

For the exercise of such rights, the data-subject may send the enquiry included in the privacy section of the www.eiuc.org website by mail /fax/email (address in the heading, Fax +39 041 2720914 - Email: privacy@eiuc.org) to the attention of the Human Resources Department (Ufficio Personale).

Consequences of refusal to grant data

We inform you that your refusal to grant data may result in the impossibility for EIUC to fulfil the legal and/or contractual obligations arising out of your agreement with it.

**Data Controller and Person in Charge of Data Processing**

Your Data controller is EIUC (European Inter-University Centre for Human Rights and Democratisation), with head office in Riviera San Nicolò, 26 Lido di Venezia (VE). One of the Persons in charge of your data treatment is Prof. Zdzislaw Jan Kędzia. You will find the full and updated list of the persons in charge of data treatment in the privacy section of the website www.eiuc.org.

Further information may be requested at EIUC’s head office or in the privacy section of the website.
Informed consent to treatment of personal data pursuant to section 23 of Legislative Decree no. 196/2003

The undersigned, ____________________________ born in _______________________ on______________ resident in ____________________________

Having acquired the information provided by the data controller of the data treatment pursuant to section 13 of Legislative Decree no. 196/2003 on the purposes and methods of data treatment as described above

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<td>to the treatment of the data necessary for carrying out the activities specified in the privacy information, including the treatment of any sensitive data communicated for logistical purposes</td>
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<td>to the publication of his/her profile (e.g.: personal details, curricula, ...) through the various institutional communication channels (EIUC websites, bulletin boards, etc.), being aware that this may result in the dissemination of his/her data.</td>
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<td>to the communication of his/her profile included in the EIUC’s Expert Network Database (see the above paragraph “Data treatment methods”) to third parties selected by EIUC to gain access to job opportunities (Phase 2a of treatment methods).</td>
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<td>to the publication of his/her anonymized profile included in EIUC’s Expert Network Database (Phase 2b of treatment methods).</td>
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Furthermore, pursuant to section 23 of the Privacy Code, the undersigned authorizes the treatment of his/her personal data according to the above purposes and methods.

The undersigned further authorizes the treatment of such data, for the sole purposes above, by the current and future professionals/collaborators/employees of the Company.

The undersigned finally declares that he/she has been notified in writing of the rights set forth in Title II, sections 7 to 10, of the new Privacy Code, detailed above in section "Data-subject’s rights", and authorises the following persons to collect the documents:

Surname and Name Place and Date of Birth

A)_________________________________________________________________________________________________________

B)_________________________________________________________________________________________________________

DATE _______________

__________________________________________

EIUC
European Inter-University Centre
for Human Rights and Democratisation

User’s signature

__________________________________________