

PRIVACY STATEMENT



In the process of application to participate in the 2020 Adria Internship Programme you are required to provide personal data. This Privacy Statement explains the reason for the collection and processing of your personal data, the way we protect your personal data provided and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European Union (EU) institutions and bodies are committed to protecting and respecting the privacy of Applicants and Beneficiaries. The evaluation of proposals, management of funded actions as well as design, monitoring and evaluation of EU Programmes and Initiatives by the EU institutions and bodies requires the processing of personal data and is therefore subject to Regulation (EC) No 45/2001.

This (Service Specific) Privacy Statement concerns the processing operation named "Proposal evaluation, grant management and follow-up" in the context of the ADRIA Internship Programme.

Applicants are the legal entities that apply for funding through the submission of proposals (applications).

Beneficiaries are the successful Applicants, i.e. participants in funded projects.

The data Controller is in this case the University of Zagreb, the Faculty of Mining, Geology and Petroleum Engineering (UNIZG – RGNF).

Purpose of the data processing

The data you provide in your application forms is collected in order to evaluate your proposal and/or organisation, to award funding if your proposal is successful, to manage grant agreements³ as well as to design, monitor and evaluate the Programme implementation. bodies. A limited subset of this information may be used for communication purposes.

Which data do we collect and process

The Data Subjects are subjects with attributed roles in the proposals/projects.

The data is collected directly and indirectly from the Data Subjects, and are necessary for entering into a contract with the successful Applicants.

The Applicant/Beneficiary who provides the personal data of their staff to the Controller shall first provide their staff with the related (Service Specific) Privacy Statement before transmitting their data.

Personal data, collected and necessary for the purposes for which they were provided, are not retained if they become irrelevant.

Identification and contact data

Personal data is collected via the Application forms.

Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation are not processed during the management of the call or the execution of the agreement, since they are not pertinent.

The address, city, country, telephone and fax numbers, bank account numbers as well as e-mail addresses provided in the proposal are usually the professional ones related to the legal entity submitting the application. Thus, as a general rule (with the exception of cases where the applicant is a natural person), private addresses or bank account numbers etc. are not processed.

In addition to the listed data, further data are collected and further processed for successful proposals with the aim of contracting the Agreements (Collaboration or Scholarship).

Data processed only further to the unambiguous consent of the data subject

In accordance with Articles 11-12 and 5(d) of Regulation (EC) No 45/2001, the data subjects will be duly informed in advance about the foreseen purpose(s), legal basis, data, recipients, retention policy and related provisions of the processing at stake. No such processing will be implemented until the data subject has provided his/her unambiguous consent to the Applicant/Beneficiary in compliance with Article 5(d) of Regulation (EC) No 45/2001.

The consent could be provided through the signature of a declaration of agreement (kept by each Applicant/Beneficiary and used for verification, if needed). For each category of processing operations requiring prior-consent, the data subjects who have opted-in are free to withdraw their consent at any time.

Publication of the identification and contact details of roles in the Internship Programme

For funded actions, a limited subset of personal data might be published on a dedicated Internet website/disseminated by any other means:

- Identity of the organisations hosting the students
- identity of the Supervisors assigned to the Interns and their place of work
- identity of the Interns, the names of their origin universities and country of their origin.

How long do we keep your data?

For information on beneficiaries receiving funding, personal data (in electronic and/or any other format) is retained for 10 years after the closing of the action. Personal data related to unsuccessful proposals are kept for up to 5 years after the closure of the call for which the data have been collected or updated, or, concerning calls with multiple cut-offs, for up to 5 years after the date of the cut-off following the submission of the proposal. This applies also to data contained in previous outdated versions of proposals and in withdrawn proposals. Anonymous or encrypted data can be retained for a longer period and further processed for historical, statistical, or scientific purposes, in accordance with the procedures established by the data controller.

Personal data contained in supporting documents are deleted where possible when these data are no longer necessary for budgetary discharge control and audit purposes.

How do we protect your data?

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the UNIZG-RGNF. All stakeholders involved in the evaluation and granting process will use the personal data received only for the purpose for which they were transmitted and to disregard all irrelevant and excessive data received with the proposals.

What are your rights and how can you exercise them?

According to Regulation (EC) No 45/2001, you are entitled to access your personal data and rectify/block or erase them in case the data is inaccurate or incomplete. You can exercise your rights by contacting the data Controller (in this case UNIZG-RGNF).

Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact Mrs Petra Grgasovic at petra.grgasovic@rgn.unizg.hr.

BY SIGNING THIS FORM, I CONFIRM THE FOLLOWING:

- I HAVE READ AND UNDERSTOOD THE PRIVACY STATEMENT WRITTEN ABOVE
- I GIVE MY CONSENT TO UNIZG-RGNF TO COLLECT AND PROCESS THE DATA I PROVIDE IN THE APPLICATION FORM FOR THE PURPOSE OF EVALUATING MY APPLICATION BY THE STAFF OF UNIZG – RGNF, IN LINE WITH THE PROVISIONS OF THE PRIVACY STATEMENT
- I GIVE MY CONSENT TO UNIZG-RGNF TO COLLECT AND PROCESS THE DATA I PROVIDE DURING THE INTERNSHIP IMPLEMENTATION FOR THE PURPOSE OF MONITORING THE PROGRAMME BY THE STAFF OF UNIZG – RGNF, IN LINE WITH THE PROVISIONS OF THE PRIVACY STATEMENT
- I GIVE MY CONSENT TO UNIZG-RGNF TO USE THE DATA I PROVIDE IN THE APPLICATION FORM AND DURING THE INTERNSHIP IMPLEMENTATION FOR THE PURPOSE OF PROGRAMME PROMOTION AND VISIBILITY. THIS CONSENT REFERS TO MY NAME, ACADEMIC TITLE, UNIVERSITY AND THE COUNTRY OF MY ORIGIN (FOR INTERNS) AND THE NAME AND LOCATION OF MY ORGANISATION AND THE NAME OF THE SUPERVISOR (FOR ORGANISATIONS).
- I GIVE MY CONSENT TO UNIZG-RGNF TO USE THE DATA I PROVIDE DURING THE APPLICATION PROCESS AND THE INTERNSHIP IMPLEMENTATION FOR THE PURPOSE OF MANDATORY REPORTING DONE BY UNIZG – RGNF TOWARDS EIT, IN LINE WITH THE PROVISIONS OF THE PRIVACY STATEMENT.

IF APPLYING AS A STUDENT	IF APPLYING AS AN ORGANISATION
NAME AND SURNAME:	NAME OF THE ORGANISATION:
	RESPONSIBLE PERSON:
SIGNATURE OF THE STUDENT:	SIGNATURE OF THE RESPONSIBLE PERSON:
DATE:	DATE:

This statement has to be enclosed to the application for 2020 ADRIA Internship Programme.