

Privacy Statement for *EUI Alumni account request form*

1. Description of the processing operation.

Alumni can fill out a dedicated online request form in order to apply for a EUI email account.

The eligibility of your request is reviewed by the EUI Communications Service. Once your eligibility is verified and your request approved by the EUI Communications Service, it is sent to the EUI ICT Service for implementation. Once implemented you will receive an email confirming your alumni account activation.

The alumni email account serves as an entry point for accessing available alumni services. It is a prerequisite for requesting and collecting a EUI alumni card, which gives access to the EUI campus, including the library, with the possibility of borrowing books.

By submitting the alumni account request form, you authorize the EUI to collect your personal data in its Contacts Database (CRM) and further processing for communications from the EUI, for alumni networking purposes, events and promotion of EUI activities through newsletters and other emailing. Anonymous data may also be processed for statistical purposes.

The above data processing operations are carried out in compliance with the EUI's Data Protection Policy outlined in the President's Decision No. 10 of 18 February 2019 regarding Data Protection at the EUI and under the responsibility of the Communication Service Director of the EUI, who is the respective Data Controller.

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

Data collected include first name, last name, date of birth, EUI degree and email address. Optionally you can choose to also include information about your current job position, organisation, city and country.

This personal information is collected in order to verify your eligibility for a EUI alumni email account, to provide access to available alumni services and for alumni relations, promotion and institutional networking purposes.

Personal information is collected through the dedicated alumni account request form on the EUI website.

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

EUI Administrative staff:

- ICT for the creation of the alumni account
- REFS for issuing EUI Alumni card and Library for lending books (if requested by data subject).

- Communications Service and alumni administration of the STG for alumni relations, promotion and institutional networking purposes
- Offices of the President and the Secretary General for institutional networking purposes only.

4. How do we protect and safeguard your information?

Your personal data will be treated confidentially and will be used only for the purposes specified in this notification and the relevant privacy statement. Personal data is made available as specified above to relevant EUI members through a secure password-protected online access of the EUI's CRM. A Declaration of confidentiality and protection of personal data is signed by EUI's staff. The storage premises abide by the EUI's security policy and provisions.

5. How long do we keep your data?

Personal data will be kept for as long as covered by the consent of the data subject.

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 Data Controller at [eui.pr@eui.eu]. 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 Data Controller:

Director of the Communications Service
European University Institute
Via dei Roccettini, 9, San Domenico di Fiesole, Italy
Phone: [+39] 055 4685 433
Email: eui.pr@eui.eu

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