



CIHEAM BARI PRIVACY POLICY

GENERAL PRIVACY STATEMENT

CIHEAM Bari cares and protects the privacy of its contacts/users (data subjects) and therefore has adopted the following Privacy Policy aimed to guarantee the best level of information and transparency about the collection, use and storage of the personal information given.

DATA PROCESSING CONTROLLER

The personal data of data subjects are used by *CIHEAM Bari - Via Ceglie, 9 - 70010 Valenzano (BA) ITALY* - represented by its pro-tempore Director who is the Data Processing Controller, in accordance with the principles of personal data protection established by the CIHEAM "Security of the Information and Personal Data Protection Policy", adopted on 5 July 2019 by the Governing Board and based on the principles of international standards for information security and personal data protection.

MAIN PURPOSES OF DATA PROCESSING

Data processing is performed for the following main but not exhaustive purposes:

1. selection for making assignments at CIHEAM Bari; data processing for this purpose is necessary to accomplish precontractual measures adopted upon request by the data subjects, as well as for all normative accomplishments the Controller is subject to. Therefore, the consent of the data subject is not required;
2. selection for participation in projects or calls for tender and/or transfer of data to Project Partners, in Italy and Abroad: data transfer or sharing, even if for the same purposes indicated, is based on explicit consent of the data subjects.

DATA SUBJECT RIGHTS

The data subjects are informed that:

- they have the right to request access, rectification or deletion of their personal data to CIHEAM Bari or the limitation of their data processing;
- they have the right to oppose data processing in the cases prescribed, or to lodge a complaint;
- any rectification or deletion or limitation of data processing made upon request of the data subjects – unless it's impossible or involves a disproportionate effort - will be communicated to each recipient to whom the personal data are disclosed. Upon request by the data subjects, CIHEAM BARI may disclose the recipients to the data subjects.

The exercise of the rights is subject to no restriction on form and is free of charge.

The data subjects can enforce all the above-said rights by writing to:

CIHEAM Bari

Via Ceglie n.9

70010 Valenzano (BA) – Italy

privacy@iamb.it

PLACE AND METHODS OF DATA PROCESSING

The general CIHEAM BARI methodology of data processing is lawfully defined to guarantee:

- the appropriate data management standards, in reference to the accessibility, management and removal of the data by the legal owner;
- the security measures functional to prevent unauthorized access, disclosure, modification or destruction of the data collected and stored;
- the privacy of the information received and managed for the specific purposes indicated and authorized by the data users.



Specifically, the data acquired by the roster.iamb.it portal hosted in Aruba Business Provider Datacenter are processed and stored at *CIHEAM Bari- Via Ceglie, 9 - 70010 VALENZANO (BA) ITALY*.

Data processing is performed by computerized and electronic instruments, as well as by paper supports. **No fully automated decision-making process is used.**

NATURE OF DATA PROVISION AND THE CONSEQUENCES OF REFUSAL TO ANSWER

In reference to the data connected to the job/collaboration applications in any form proposed and published by CIHEAM Bari, the provision of data is mandatory for managing the procedures of CIHEAM Bari staff selection; therefore, any refusal – also legally motivated - to provide data in whole or in part will make it impossible to participate to the selection.

DISSEMINATION RESTRAINT

Subject to the communications made in the fulfilment of statutory and contractual requirements, personal data of the data subjects are not subject to any form of dissemination and are processed, exclusively for the purposes mentioned above, only by employees and/or co-workers of the Controller in their quality of persons being assigned the tasks of data processing and/or internal processors, and by external processors authorized to process the data on behalf of the Controller.

Moreover, the personal data of the data subjects could be disclosed to and processed by bodies, companies or project partner institutions, exclusively for the abovementioned purposes.

CONSERVATION TIME

The data will be kept for the time necessary to perform the general purposes indicated and accepted by the data users, who are always admitted to access, modify and delete the data and all the information provided.

In reference to the CVs, they will be stored for 10 years, in a special paper-based archive and/or digital database.

Whereas, the CVs not used by CIHEAM Bari will be stored for a total period of one year and six months from the last update made by the user, and thereafter they will be definitely deleted from the system. In particular, the last six months will take effect from the second update alert received by the user.

PRIVACY POLICY MODIFICATION AND CHANGES

The Data Controller reserves the right to make change to this CIHEAM Bari Privacy Policy accordingly with the development of the CIHEAM Security of the Information and Personal Data Protection Policy, anyway always ensuring the same protection and management standards of the personal information stored and received, giving notice promptly to the data users on this page of any changes defined.

For this reason, it's strongly recommended to check this page often, referring to the date of the last modification listed at the bottom.

Last modification: 4th February, 2020.