



## Information concerning collection, storage and processing of personal data

### Who is responsible for the data processing?

CIHEAM Zaragoza, based at Av. Montañana 1005, 50005 Zaragoza, Spain. We will manage your personal data in compliance with the privacy obligations issued on 5 July 2019 contained in the document "Information Security and Personal Data Protection Policy".

CIHEAM Zaragoza, as data controller, undertakes the commitment to protect your privacy and rights as data subject, and in accordance with the principles dictated by the aforementioned standards, will process the data you provide based on the principles of correctness, lawfulness and transparency.

### Purpose and legal basis of the data processing

Submission of applications implies you accept that your personal data will be processed and managed. These data will be managed exclusively by the officers of CIHEAM Zaragoza in charge of assessing the applications, and, where appropriate, by the members of the selection committee appointed by the Management. This personal data will be managed in compliance with the privacy obligations issued on 5 July 2019 contained in the document "Information Security and Personal Data Protection Policy", based on Regulation (EU) 2016/679 - "General Data Protection Regulation", including subsequent modifications and amendments.

### Purpose

We will process your personal data for the purpose of handling your job application as well as other open processes and, where appropriate, enable you to opt for employment at CIHEAM Zaragoza.

CIHEAM Zaragoza may include you (the data subject) in any selection process considered of interest, based on data or information you have provided through this or another channel of communication.

CIHEAM Zaragoza will communicate with you mainly by e-mail, but may also contact you by telephone at the number you have indicated or using other contact details you have provided.

### Mandatory or optional nature of providing personal data and consequences of refusal to reply

It is mandatory to provide data in order to be included in the selection process and to fulfill all required pre-contractual and contractual obligations; therefore, refusal to provide all or part of the data will mean that we will not be able to include you in the selection process.

### How long do we keep your personal data?

We retain the data processed for this purpose until you withdraw consent, otherwise for 12 months. For certain posts and specialized roles, we may keep your data for up to 36 months as from reception, unless you have explicitly expressed your wish for us to retain your data.

### Your rights

You have the right to request access, rectification, deletion and portability of your personal data and to limit the processing thereof, and object to the processing of your data in the cases provided for, and to file a complaint. Any rectifications or erasure or restriction of data processing carried out upon your request - unless it is impossible or involves a disproportionate effort - shall be communicated to each recipient of your personal data.

The exercise of these rights is not subject to any formal restriction and is free of charge.

You may exercise the aforementioned rights by contacting **I consent** us in writing at:

**CIHEAM Zaragoza**  
Av. Montañana 1005  
50059 Zaragoza-Spain

Surnames

Name

privacy@iamz.ciheam.org

Date

Signature