CIHEAM
BARI

INFORMATION ABOUT COLLECTING, STORING AND PROCESSING PERSONAL DATA

DATA PROCESSING CONTROLLER

The personal data of data subjects are used by CIHEAM Bari based in Valenzano (BA), Via Vecchia Ceglie n. 9, represented by its pro tempore Director, who is the Data processing Controller, in accordance with the principles of personal data protection established by the Security of the Information and Personal Data Protection Policy of CIHEAM, adopted on 5 July 2019.

PLACE AND METHODS OF DATA PROCESSING

The data acquired through the present questionnaire are processed and stored at the Headquarters of CIHEAM Bari, Via Ceglie, 9 Valenzano (BA).
Data processing is performed through computerized and electronic tools, as well as in paper form. No fully-automated decision-making process is used.

PURPOSE AND LEGAL BASIS OF DATA PROCESSING

Personal data processing is performed for the selection procedure of an Administrative Manager (B3, part-time) at the International Centre for Advanced Mediterranean Agronomic Studies, Mediterranean Agronomic Institute of Bari (CIHEAM Bari).
The processing for this purpose is necessary to fulfill the pre-contractual and contractual measures taken at the request of the data subject, and for all regulatory requirements to which the data controller is subject.

MANDATORY OR OPTIONAL NATURE OF DATA PROVISION AND THE CONSEQUENCES OF REFUSAL TO ANSWER

Data provision is mandatory for participating in the selection procedure and for all pre-contractual and contractual obligations required; therefore, refusal to provide data in whole or in part will make it impossible to participate in the selection.

TARGET GROUPS

Subject to the communications made in the fulfillment of statutory and contractual obligations, personal data of the data subjects are not subject to any form of dissemination and are processed, exclusively for the purposes specified 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 above-mentioned purpose.

STORAGE PERIOD FOR DATA

The data collected by CIHEAM Bari will be stored for the whole period of the selection procedure and even after, to fulfill legal requirements and for administrative purposes.

EXERCISE OF THE DATA SUBJECTS' RIGHTS

The data subjects are informed that:

- They have the right to request access, rectification, deletion and portability of their personal data to CIHEAM Bari or the limitation of their data processing, or 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 is 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 of the data subjects.

The exercise of the rights is not subject to any 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

For acknowledgement

Surname Name

Date Signature