

PRIVACY STATEMENT

DATA PROCESSING OPERATION: 'FUEL'

1. Introduction

The International Iberian Nanotechnology Laboratory ('INL') is an international organisation created to promote interdisciplinary research on nanotechnology and nanoscience. Aiming to become a vital part of Europe's scientific area, the INL provides a high-tech research environment addressing major challenges in nanomedicine, nanotechnology applied to environmental and food control nanoelectronics, and nanomachines and molecular manipulation at nanoscale. The cornerstones of INL's mission are: assuring world-class research excellence in its areas of activity; creating strong scientific communities in the field of nanoscience and nanotechnology, in close liaison with global-scale laboratories; developing collaboration between universities and industries, as well as between public and private sectors, training researchers, and contributing to the development of a skilled work force for the nanotechnology industry; organizing and sponsoring European and international co-operation in nanoscience and nanotechnology research; setting up intellectual property rules to make the results of its work and know-how available, enable the technology transfer and protect its inventions; developing systems to prevent and master nanotechnology risks.

2. Purpose

The purpose of this data processing operation is: subscription of newsletters; publications and events announcements; dissemination of the FUEL activities; information about the FUEL project, services and contests; to promote innovation and technology transfer; to send survey forms and other communications activities.

3. Description of the data processing operation

The Personal Data is stored in a Database of the INL Business and Strategic Relations Department, named "FUEL".

INL may request the consent to incorporate personal data into "INL's Contacts Data Base". To this end each person shall be contacted individually with the aim of providing information about the aforementioned database and requesting his or her express consent.

4. Data processed

The data processed, including personal data, contain the following: name, middle name, surname, place of work, department and position held, and contact information (e-mail address, telephone number, fax number, mobile number and work address).

5. Controller of the processing operation

The INL Business and Strategic Relations Department is responsible for the management of the data processed under this operation.

6. Legal Basis

INL is an intergovernmental organisation, entrusted with a number of privileges and immunities necessary to fulfil its mission, including the inviolability of the INL's premises and archives. The submission of personal data is required to contact and receive information regarding the activities developed by the INL. Therefore, not providing the required personal data or not accepting the privacy statement concerning this data processing operation will render it impossible to register, submit or receive information regarding said activities. In accordance with the INL Data Protection Policy, we would like to inform you that the personal data obtained from your submission will be incorporated into a record, property of the INL, located in Braga, at Avenida Mestre José Veiga s/n having implemented all security measures.

7. Security Measures

INL shall ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures.

8. Recipients of the data

The INL Business and Strategic Relations Department; the Centre for Nanotechnology and Smart Materials (CeNTI); and the Instituto Pedro Nunes (IPN) staff will have access to the personal data, as well as INL contractors and the Program Managing Authorities ([PT2020](#), [COMPETE2020](#) and [FEDER](#)).

Contractors are defined as service providers engaged by INL to perform specific tasks related to the execution of the FUEL Project. Contractors shall have access to personal data on a specific need-to-know basis, they shall be made aware of this privacy notice and they shall undertake obligations no less onerous than those contained in this statement.

Personal data will not be used for other purposes than those described above. Except for the situations referred to in the previous paragraphs they will not be disclosed to any third parties.

9. Legality of processing

Processing is necessary for the performance of the tasks carried out on the basis of INL Statute necessary to fulfill its mission and the FUEL project.

10. Provision, access and rectification of the data

Each person has the right to access his or her own personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of his or her personal data, which will be implemented within 10 working days after your specific request will be deemed legitimate. Queries concerning the processing of personal data may be addressed to the following email: dataprotection@inl.int

11. Time limit for storing data

Records shall be retained for a period of up to 5 years, or until the request for removing the personal data from our database.