

## **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.

INL respects the privacy of the personal data of Members of the Personnel, Visitors and Partners and is committed with its protection.

## **2. Purpose**

The purpose of this data processing operation is: (i) to enable the management of service requests to INL User Facilities (ii) when applicable, the creation of a user account in INL Laboratory Information Management System (LIMS) (iii) when applicable, the issue of customer satisfaction surveys (iv) when applicable, support the conduction of the procedure of access to INL premises.

## **3. Description of the data processing operation**

The Personal Data is stored in a database of INL named 'INL User Facilities'. INL may request the consent to incorporate the personal data into 'INL Contact Database'. 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, may contain the following: name, place of work/home institution, e-mail address, identification document number and country of issue.

## **5. Controller of the processing operation**

The INL is responsible for the management of the data processed.

## **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 INL 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](#) (available for consultation at <https://inl.int/>) 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**

INL Staff will have access to the personal data.

Contractors are defined as service providers engaged by INL to perform specific tasks related to the necessary execution to fulfil its mission. 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. Appropriate security measures will be taken to protect the confidentiality of personal data processed and/or prevent their misuse by a third party.

## **9. Legality of processing**

Processing is necessary for the performance of the tasks carried out on the basis of INL Statute necessary to fulfil its mission

## **10. Provision, access and rectification of the data**

The data subject 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 assessed and implemented within 10 working days after your specific request will be deemed legitimate. Queries concerning the processing of personal data shall be addressed to the following email: [dataprotection@int.int](mailto:dataprotection@int.int).

## **11. Time limit for storing data**

Records shall be retained until receipt and positive assessment of a request for removal of personal data from the database 'INL User Facilities'.