

RECORDS OF PROCESSING ACTIVITIES

Identification of the controller

Institution: FUNDACIÓN IMDEA SOFTWARE

Address: Campus de Montegancedo s/n - 28223 Pozuelo de Alarcón, Madrid

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HUMAN RESOURCES MANAGEMENT	
Legal basis	<p><i>RGPD: 6.1.b)</i> Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD: 6.1.c)</i> Processing is necessary for compliance with a legal obligation to which the controller is subject.</p> <p><i>Real Decreto Legislativo 2/2015, de 23 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto de los Trabajadores.</i></p> <p><i>RGPD: 6.1.a)</i> The data subject has given consent to the processing of his or her personal data for one or more specific purposes.</p>
Purposes of the processing	To manage payroll, deductions and social security contributions, tax withholdings, absenteeism control, and human resources management and occupational risk prevention.
Groups	Staff and their families, grantees.

HUMAN RESOURCES MANAGEMENT

Categories of personal data concerned

Name and surname, ID, social Security Number / Mutuality, address, signature, image, phone.

Special categories of personal data: health data (sick leave, work accidents and degree of disability), proof of absence.

Personal characteristics data: date and place of birth, civil status, gender, age, and nationality.

Data of social circumstances: Dates of commencement and departure, permits and authorizations.

Academic data and training courses (accredited by titles and certificates).

Presence control data: date/entry and exit time, reason for absence.

Economic-financial data: economic data of payroll, Bank data, pension plan/insurance data, if applicable.

Information about position held: (category, function, antiquity, wage, worker's history).

Categories of recipients of the personal data

General Treasury for Social Security.

Tax Agency.

State Public Employment Service.

Banking institutions.

General Directorate for Research and Innovation of the Council for Education and Research of the Community of Madrid.

Training companies.

The Accounts Chamber and Finance Department of the Community of Madrid.

Public or private grant making organisations, national and international, for purposes of justifying expenses or contracts.

Insurance providers for accident and travel cover.

External risk prevention service.

Travel agencies or travel/accommodation companies.

Consortio Madroño in order to facilitate access to the bibliography and documentation.

Publication of professional contact details and image on the IMDEA SOFTWARE website and in the IMDEA SOFTWARE Annual Report.

HUMAN RESOURCES MANAGEMENT	
International transfers	No international data transfers are planned.
Deletion period	<p>They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling. There will be a specific period of time during which the project in which the staff are participating may be subject to audit by the sponsoring organisation.</p> <p>Employment data will be kept in accordance with the provisions of <i>Real Decreto Legislativo 5/2000, de 4 de agosto, por el que se aprueba el texto refundido de la Ley sobre Infracciones y Sanciones en el Orden Social</i>. Data related to the prevention of occupational risks in accordance with the <i>Ley 31/1995, de 8 de noviembre, de Prevención de Riesgos Laborales</i>.</p> <p>The economic data will be kept in accordance with the provisions of the <i>Ley 58/2003, de 17 de diciembre, General Tributaria</i> and the <i>Ley 38/2003, de 17 de noviembre, General de Subvenciones</i>.</p>
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

PERSONNEL SELECTION	
Legal basis	<p><i>RGPD</i>: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD</i>: 6.1.a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes.</p>
Purposes of the processing	Management of incoming curricula, in order to assess their profile to fill vacancies in administration or research.
Groups	Applicants for a job, if there is an ongoing selection process.

PERSONNEL SELECTION	
Categories of personal data concerned	<p>Identifying data: name and surname, ID, address, signature, e-mail, phone.</p> <p>Special categories of personal data: health data (sick leave, work accidents and degree of disability), proof of absence.</p> <p>Personal characteristics data: gender and age.</p> <p>Data of social circumstances: driving license.</p> <p>Academic data and training courses.</p> <p>Professional data related to their previous experience.</p>
Categories of recipients of the personal data	There are no plans to transfer the data.
International transfers	No international data transfers are foreseen.
Deletion period	They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling. There will be a specific period of time during which the project linked to the vacancy to which the candidate has applied may be subject to audit by the sponsoring organisation.
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

MANAGEMENT OF STUDENTS PRACTICES	
Legal basis	<p><i>RGPD</i>: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD</i>: 6.1.a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes.</p>

MANAGEMENT OF STUDENTS PRACTICES	
Purposes of the processing	Management and monitoring of placements and projects carried out on IMDEA SOFTWARE by university students in accordance with agreements formalised with universities.
Groups	Students on placements.
Categories of personal data concerned	Name and surname, ID, address, signature, image, phone and e-mail. General Directorate for Research and Innovation of the Council for Education and Research of the Community of Madrid. Bank current account details. Academic data and training courses.
Categories of recipients of the personal data	Your training centre can request information on the results of the practices. The bank institutions. Your name, centre of origin, as well as your image, will be published on the Institute's website.
International transfers	No international data transfers are foreseen.
Deletion period	The data related to the performance of the practice are kept for three years from the end of the practice, unless this information can be audited by the entities that subsidise the Foundation's projects insofar as these responsibilities are prescribed.
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

PARTICIPATION OF IN-HOUSE OR EXTERNAL RESEARCHERS IN RESEARCH GROUPS AND PROJECTS	
Legal basis	<p><i>RGPD</i>: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD</i>: 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject.</p> <p><i>RGPD</i>: 6.1.a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes.</p>
Purposes of the processing	To manage the data necessary for signing agreements to create research groups as well as obtaining scholarships, assistance and funding from official organisations.
Groups	In-house and associate researchers carrying out research residencies.
Categories of personal data concerned	<p>Name and surname, ID, signature, and image.</p> <p>Academic data and training courses.</p> <p>Bank current account details.</p> <p>Professional data related to their previous experience.</p>
Categories of recipients of the personal data	<p>General Directorate for Research and Innovation of the Council for Education and Research of the Community of Madrid.</p> <p>Public or private grant making organisations, national and international, for purposes of justifying expenses.</p> <p>The Accounts Chamber and Finance Department of the Community of Madrid.</p> <p>Banking institutions.</p> <p>Publication of professional contact details and image on the IMDEA SOFTWARE website and in the IMDEA SOFTWARE Annual Report.</p>
International transfers	No international data transfers are foreseen.
Deletion period	They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling.

PARTICIPATION OF IN-HOUSE OR EXTERNAL RESEARCHERS IN RESEARCH GROUPS AND PROJECTS	
	Project-related data will be retained in accordance with the <i>Ley 38/2003, de 17 de noviembre, General de Subvenciones</i> .
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

MANAGEMENT OF SUPPLIERS	
Legal basis	<p><i>RGPD</i>: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD</i>: 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject.</p> <p><i>RGPD</i>: 6.1.f) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. The Foundation's legitimate interest to maintain relationships with its providers via contacts or representatives, for which only professional or identifying contact details will be handled.</p> <p><i>Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales</i>.</p>
Purposes of the processing	Commercial management of suppliers, offers, orders, receipt of invoices, making payments, tax information for the Treasury and statistics.
Groups	Entrepreneurs and professionals, contact persons of companies and legal representatives.

MANAGEMENT OF SUPPLIERS

Categories of personal data concerned	<p>Name and surname, ID, address, phone, e-mail, and signature.</p> <p>Details of the bank and current account for the payment of products and services contracted.</p> <p>Information related to the position held by the contact person of a company.</p> <p>Commercial information.</p> <p>Data of products and services contracted (contracts, offers, orders, invoices...).</p>
Categories of recipients of the personal data	<p>Tax Agency.</p> <p>Banking institutions.</p> <p>General Directorate for Research and Innovation of the Council for Education and Research of the Community of Madrid.</p> <p>Public or private grant making organisations, national and international, for purposes of justifying expenses.</p> <p>The Accounts Chamber and Finance Department of the Community of Madrid.</p>
International transfers	<p>No international data transfers are foreseen.</p>
Deletion period	<p>They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling.</p> <p>The economic data will be kept in accordance with the provisions of the <i>Ley 58/2003, de 17 de diciembre, General Tributaria</i> and the <i>Ley 38/2003, de 17 de noviembre, General de Subvenciones</i>.</p>
Security measures	<p>The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i>, and according to the risk analysis performed.</p>

COSTUMER MANAGEMENT

Legal basis	<p><i>RGPD: 6.1.b)</i> Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD: 6.1.c)</i> Processing is necessary for compliance with a legal obligation to which the controller is subject.</p> <p><i>RGPD: 6.1.f)</i> Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. The Foundation's legitimate interest to maintain relationships with its costumers via contacts or representatives, for which only professional or identifying contact details will be handled.</p> <p><i>Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales.</i></p>
Purposes of the processing	Commercial management of clients, offers, proposals, issuance of invoices, management of collections, tax information for the Treasury and statistics.
Groups	Entrepreneurs and professionals, contact persons of companies and legal representatives.
Categories of personal data concerned	<p>Name and surname, ID, address, phone, e-mail, and signature.</p> <p>Details of the bank current account for charging in cases of issuing invoices.</p> <p>Information related to the position held by the contact person of a company.</p> <p>Commercial information.</p> <p>Data of products and services contracted (contracts, offers, orders, invoices...).</p>
Categories of recipients of the personal data	<p>Tax Agency.</p> <p>Banking institutions.</p>
International transfers	No international data transfers are foressen.

COSTUMER MANAGEMENT	
Deletion period	<p>They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling.</p> <p>The economic data will be kept in accordance with the provisions of the <i>Ley 58/2003, de 17 de diciembre, General Tributaria</i>.</p>
Security measures	<p>The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i>, and according to the risk analysis performed.</p>

MANAGE PARTICIPATION OF THE BOARD OF TRUSTEES MEMBERS AND THE SCIENTIFIC ADVISORY BOARD MEMBERS FROM GOVERNMENT AGENCIES AND REPRESENTATIVES OF THE FOUNDATION	
Legal basis	<p><i>RGPD</i>: 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject.</p> <p><i>Ley 1/1998, de 2 de marzo, de Fundaciones de la Comunidad de Madrid</i>.</p> <p><i>RGPD</i>: 6.1.f) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. The Foundation's legitimate interest in promoting participation of members of its bodies and guaranteeing transparency following acceptance of the role.</p>
Purposes of the processing	<p>Management of data of Board of Trustees and Scientific Advisory Board members of the Foundation in relation to the functions associated with their position and payments derived from their functions or collaborations.</p>
Groups	<p>Board of Trustees and Scientific Advisory Board members of the Foundation.</p>

MANAGE PARTICIPATION OF THE BOARD OF TRUSTEES MEMBERS AND THE SCIENTIFIC ADVISORY BOARD MEMBERS FROM GOVERNMENT AGENCIES AND REPRESENTATIVES OF THE FOUNDATION

Categories of personal data concerned	<p>Name and surname, ID, passport number, address, image, and signature.</p> <p>Personal characteristics data: nationality.</p> <p>Data related to the job and professional career.</p> <p>Economic-financial data: Bank data.</p>
Categories of recipients of the personal data	<p>Tax Agency.</p> <p>Commercial Register.</p> <p>Notary for raising public deeds for agreements adopted.</p> <p>Registration of foundations.</p> <p>Travel agencies or travel/accommodation companies.</p>
International transfers	No international data transfers are foreseen.
Deletion period	<p>They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling. Once the relationship with the Foundation is terminated the data relating to the web page will be removed.</p> <p>The data related to the activity of the Foundation will be conserved in accordance with the requirements of the <i>Ley 1/1998, de 2 de marzo, de Fundaciones de la Comunidad de Madrid</i>.</p> <p>The economic data will be kept in accordance with the provisions of the <i>Ley 58/2003, de 17 de diciembre, General Tributaria</i> and the <i>Ley 38/2003, de 17 de noviembre, General de Subvenciones</i>.</p>
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

EVENT MANAGEMENT	
Legal basis	<p><i>RGPD</i>: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD</i>: 6.1.a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes.</p> <p><i>RGPD</i>: 6.1.f) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.</p>
Purposes of the processing	Management of registration data of participants in events, congresses and conferences organized by the Institute.
Groups	Individuals who enrol in events organised or in whose organisations IMDEA SOFTWARE participates and professionals who participate as speakers at such events.
Categories of personal data concerned	<p>Name and surname, ID, address, phone, e-mail, image, and signature.</p> <p>Professional data of speakers and participants attending in representation of a company.</p> <p>Academic data of the speakers.</p> <p>Bank current account details.</p>
Categories of recipients of the personal data	<p>Tax Agency.</p> <p>Banking institutions.</p> <p>General Directorate for Research and Innovation of the Council for Education and Research of the Community of Madrid.</p> <p>Public or private grant making organisations, national and international, for purposes of justifying expenses.</p> <p>Travel agencies or travel/accommodation companies.</p> <p>Publication of data on IMDEA SOFTWARE's website and social networks.</p>
International transfers	No international data transfers are foreseen.
Deletion period	They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine

EVENT MANAGEMENT	
	<p>responsibilities arising from this purpose and from the data handling.</p> <p>Any event images, as well as the programming, shall become part of the Institute's photograph file or the archive of activities.</p> <p>The contact data shall be stored for as long as you do not revoke your consent to the sending of information.</p> <p>The economic data will be kept in accordance with the provisions of the <i>Ley 58/2003, de 17 de diciembre, General Tributaria</i> and the <i>Ley 38/2003, de 17 de noviembre, General de Subvenciones</i>.</p>
Security measures	<p>The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i>.</p>

VIDEO SURVEILLANCE	
Legal basis	<p><i>RGPD</i>: 6.1.e) processing is necessary for the performance of a task carried out in the public interest. Maintain the security of the facilities.</p> <p><i>Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales</i>.</p>
Purposes of the processing	<p>The processing of images by video surveillance systems is done for purposes of security and control of access thereto.</p>
Groups	<p>People who access the facilities.</p>
Categories of personal data concerned	<p>Image.</p>
Categories of recipients of the personal data	<p>The images could, upon demand, be provided to law enforcement authorities or judges and courts in the course of investigations or proceedings.</p>
International transfers	<p>No international data transfers are foreseen.</p>

VIDEO SURVEILLANCE	
Deletion period	They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling. In general, your data shall be erased no later than one month from recording or obtaining them.
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

CONTROL ACCESS TO THE BUILDING	
Legal basis	<p><i>RGPD</i>: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD</i>: 6.1.e) processing is necessary for the performance of a task carried out in the public interest.</p> <p>Protecting its property, plant and equipment as well as the security of its employees and all such persons who might access its facilities.</p>
Purposes of the processing	Maintain a register of identifying details of people present in the institute's facilities for purposes of safety and control.
Groups	Persons who might access its facilities, researchers, members of the Board of Trustees and the Scientific Advisory Board, visitors, providers, contracted personnel, speakers and course assistants.
Categories of personal data concerned	<p>Name and surname, ID, and signature.</p> <p>Details of company where visitor works/is representing.</p> <p>Details relating to access obtained with card.</p>
Categories of recipients of the personal data	Security personnel to permit access to the Campus and installations of the Institute outside working hours.

CONTROL ACCESS TO THE BUILDING

International transfers	No international data transfers are foreseen.
Deletion period	<p>They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling.</p> <p>In general, with regard to visits, they will be held for one month from the time of collection. In all cases the duration will be determined based on whether the project for which access is required is subject to audit by the sponsoring organisation.</p>
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

STAFF FROM COMPANIES RENTING SPACE IN THE BUILDING

Legal basis	<p><i>RGPD</i>: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><i>RGPD</i>: 6.1.e) processing is necessary for the performance of a task carried out in the public interest.</p> <p>Protecting its property, plant and equipment as well as the security of its employees and all such persons who might access its facilities.</p>
Purposes of the processing	Permit access to facilities and resources offered by the Institute to staff from companies renting space in the building.
Groups	Staff from companies renting space in the building.
Categories of personal data concerned	<p>Name and surname, ID, phone, and e-mail.</p> <p>Details of company where visitor works/is representing.</p>

STAFF FROM COMPANIES RENTING SPACE IN THE BUILDING

	Details relating to access obtained with card and to the network.
Categories of recipients of the personal data	Security personnel to permit access to the Campus and installations of the Institute outside working hours.
International transfers	No international data transfers are foreseen.
Deletion period	<p>They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling.</p> <p>In general for one month from its collection or based on the rental period of the facilities.</p>
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> .

CONTACT Y REQUESTERS FOR ACCESS TO PUBLIC INFORMATION

Legal basis	<p><i>RGPD</i>: 6.1.f) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. Maintenance of the institute's contact details and responding to requests.</p> <p><i>RGPD</i>: 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject.</p> <p><i>Ley 19/2013, de 9 de diciembre, de transparencia, acceso a la información pública y buen gobierno</i>.</p>
Purposes of the processing	Management of data arising from responding to requests received through electronic mail via the contact on the web page or by exercising rights of access to public information.
Groups	Individuals who make contact with the institute or exercise their right of access to public information.

CONTACT Y REQUESTERS FOR ACCESS TO PUBLIC INFORMATION

Categories of personal data concerned	Name and surname, ID, and e-mail. Information about the request.
Categories of recipients of the personal data	There are no plans to transfer the data.
International transfers	No international data transfers are foreseen.
Deletion period	<p>They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling.</p> <p>The contact details of the institute are held while the person retains their role. Those received by means of electronic mail are deleted once the request has been dealt with and where there is no further follow up.</p> <p>That which refers to requests to exercise rights of access to public information are held in accordance with the provisions of the <i>Ley 19/2013, de 9 de diciembre, de transparencia, acceso a la información pública y buen gobierno</i>.</p>
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

MANAGEMENT OF THE REDIMADRID NETWORK

Legal basis	<i>RGPD</i> : 6.1.f) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. The institute's legitimate interest to offer a service in the academic or research field which does not require personal data handling.
Purposes of the processing	Support high speed Internet connection to universities and research centres.

MANAGEMENT OF THE REDIMADRID NETWORK	
Groups	Networks users.
Categories of personal data concerned	Details of statistical traffic handled.
Categories of recipients of the personal data	There are no plans to transfer the data.
International transfers	No international data transfers are foreseen.
Deletion period	They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling.
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> .

EXERCISING OF RIGHTS BY INTERESTED PARTIES	
Legal basis	<i>RGPD: 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject.</i> <i>Reglamento (UE) 2016/679 del Parlamento Europeo y del Consejo, de 27 de abril de 2016, relativo a la protección de las personas físicas en lo que respecta al tratamiento de datos personales y a la libre circulación de estos datos.</i>
Purposes of the processing	Handle requests for the exercising of rights established by the <i>Reglamento General de Protección de Datos</i> and ensure a response is provided to these.
Groups	Individuals who exercise their rights with the Institute.
Categories of personal data concerned	Name and surname, ID, address, phone, e-mail, and signature. Information about the request.

EXERCISING OF RIGHTS BY INTERESTED PARTIES	
Categories of recipients of the personal data	Spanish Data Protection Agency.
International transfers	No international data transfers are foreseen.
Deletion period	They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling. In all cases they will be held for three years from completion of the process.
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.

NOTIFICATION OF PERSONAL DATA BREACHES	
Legal basis	<i>RGPD</i> : 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject. <i>Reglamento (UE) 2016/679 del Parlamento Europeo y del Consejo, de 27 de abril de 2016, relativo a la protección de las personas físicas en lo que respecta al tratamiento de datos personales y a la libre circulación de estos datos.</i>
Purposes of the processing	Handle incidents related to security breaches and assess whether it is necessary to notify AEPD (Spanish Data Protection Agency). Register the process whether or not such notification is required.
Groups	Notifiers.
Categories of personal data concerned	Name and surname, and e-mail.
Categories of recipients of the personal data	Spanish Data Protection Agency. Law enforcement authorities.

NOTIFICATION OF PERSONAL DATA BREACHES	
International transfers	No international data transfers are foreseen.
Deletion period	They will be held for as long as required in order to fulfil the purpose for which they were collected and to determine responsibilities arising from this purpose and from the data handling. In all cases they will be held for three years from closure of the incident.
Security measures	The security measures implemented are those foreseen for public sector foundations in the Annex II (Security measures) of <i>Real Decreto 3/2010, de 8 de enero, por el que se regula el Esquema Nacional de Seguridad en el ámbito de la Administración Electrónica</i> , and according to the risk analysis performed.