Detailed i nformation on personal data processing

Who is responsible for the processing of your data?

Fundació Universitat de Girona: Innovació i Formació (FUdGIF), VAT G17318080, with address at Parc Científic i Tecnològic de la Universitat de Girona (Centre d'Empreses Giroemprèn), Carrer del Pic de Peguera, 11, Girona 17003, tel. 972 210 299, email address info.fundacioif@udg.edu (hereafter FUdGIF). You can contact the Data Protection Officer (DPO) at the email address dpdfundacioif@udg.edu .

What categories of personal data do we collect?

During the registration process, the FUdGIF collects and processes the following categories of personal data:

- Identification data: name and surname, DNI/NIE/Passport, image/photograph, signature, postal address, telephone, email.
- Academic and professional data: training, qualifications, professional experience, academic history.
- Economic-financial data: bank details for direct debit payments, information on scholarships or grants (if applicable).
- Personal characteristics data: date and place of birth, nationality, gender.

In certain specific courses or programs, and whenever necessary for the training purpose, other categories of data may be collected, which will be expressly informed at the time of registration. In no case will more data be collected than is strictly necessary for academic management and the provision of the requested educational services.

For what purpose do we process personal data?

The FUdGIF registers personal data to record enrolments and, based on this, provide the requested educational services. The data provided and that resulting from the teaching activity will serve as a basis for the evaluation of said activity, the management of academic records, administrative course management, identification of users of the FUdGIF services and to facilitate access to said services, the delivery of information of interest, and the issuance and registration of certificates.

How long will we keep the data?

The data will be deleted when it is no longer necessary for the fulfilment of the purpose that motivated its collection. The most relevant information, such as the certificate of completion of the studies, is kept permanently. The conservation or elimination criteria are based on the regulatory rules that govern public documentation or derived from the exercise of public functions.

What is the legitimation for data processing?

The processing of data is carried out based on the consent of the person concerned, in compliance with a contractual relationship (provision of services) and with a public interest mission, such as the provision of teaching services.

To whom is the data communicated?

In the case of degrees recognized by the University of Girona, the data is communicated to this institution so that it can be recorded and the corresponding certificates can be issued. In the case of training activities organized in agreement with companies or other institutions, the data is communicated in compliance with the agreements signed. For internships, companies and collaborating institutions are contacted. They are also made available to other academic institutions in the event that part of the studies are taken there. We also communicate data to

the Tax Administration to comply with tax obligations and to credit institutions in the case of refunds.

Are there other people, companies or institutions that access the data?
The FUdGIF entrusts the teaching roles to specialists in the subjects listed in the course programmes. Teachers receive information about their obligations in compliance with data protection regulations and formalize their commitment to treat it appropriately.
On the other hand, the FUdGIF obtains services from private companies that provide it with their experience and specialization. In some cases, these external companies have access to personal data. We only contract services from companies that guarantee compliance with data protection regulations. At the time of contracting, confidentiality obligations are formalized with these companies and their performance is monitored. For example, certain data may reside on external servers contracted to specialized companies or must be processed by companies offering IT support.

What rights exist in relation to data processing?
Everyone has the right to obtain confirmation as to whether the FUdGIF is processing their personal data. If so, you have the right to know where the data has been obtained from and, if it has not been provided directly, the purpose for which it is intended and the transfers that have been made or are expected to be made. Laws recognize the right of interested persons to access their data, as well as to request the rectification of inaccurate data or, where appropriate, to request its deletion when the data is no longer necessary for the purposes for which it was collected and when there is no obligation to keep it. The deletion must be done immediately when the FUdGIF processed the data solely based on the consent of the person concerned. In certain circumstances, interested parties can request the limitation of the processing of their data, a right that grants them control of this data chiefly to correct inappropriate use and submit claims in defence of their rights.

How can rights be exercised or defended?
By writing to the FUdGIF at the addresses and other references indicated in the heading.
If a person considers that their rights have not been properly respected, they can submit a claim to the Catalan Data Protection Authority (www.apd.cat). For the same purpose, and to receive more information or clarifications about the processing of data that we carry out, you can contact the Data Protection Officer (DPO) at our postal address or by sending an email to dpdfundacio if@udg.edu