

**NOTICE - PROTECTION OF PERSONAL DATA & REQUEST OF CONSENT FOR
PROCESSING**

FACULTY POSTED TO THE EUROPEAN UNION

Pursuant to the provisions of Regulation (EU) 2016/679 (“Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data”, hereinafter “the EU GDPR”), we hereby inform you that Iowa State University (hereinafter referred to as “ISU”), in its capacity as Data Controller, pursuant to Article 12 of the EU GDPR, of the processing of your personal data and information, is required to provide you with the following information:

1. All personal data you have provided to ISU, as well as any entity from whom personal data is collected, and all further data provided in order to allow the performance of all applicable legal obligations related to the employment relationship with you, in connection with your posting and/or travel to the European Union, will be handled by ISU in accordance with its policies and with the aforementioned EU GDPR, and with the principles of fairness, lawfulness, transparency, purpose limitation, accuracy, storage limitation, integrity and confidentiality and accountability, as well as the utmost protection of your privacy; sensitive data processing will only take place in relation to data regarding your health condition or judicial data.

2. All data shall be processed exclusively for ISU institutional purposes, connected or related to the activities carried out by ISU, in connection with your employment posting and/or travel to the European Union. In particular the data supplied or collected will be processed for the following purposes:

- a) To fulfill the obligations established by any applicable law, including the regulations or the European Union Law, with specific reference to immigration, labor, tax, social security contributions requirements, formalities, and the like;
- b) To execute the contractual obligations with reference to your employment with ISU and your posting and/or travel to the European Union (such as but not limited to immigration, payroll management, salary payments, your health and safety protection);
- c) To fulfill the legitimate interests of ISU to meet its mission and vision, including but not limited to meeting accreditation criteria.

Sensitive data, such as those regarding your health conditions, joining any trade union or political party, being elected to any public office and religious belief will only be processed for the purpose of fulfilling any applicable obligations established by local law, by regulations or other European Union Law; sensitive data regarding judicial measures which may have been provided to ISU by public bodies will be processed only for the purposes of guaranteeing your safety and complying with any applicable mandatory provision of local or European Union law.

3. Submittal and processing of personal data is necessary in order to achieve the purposes above specified.

4. Any refusal will make it impossible to carry out the necessary activities and the correct legal and administrative management of all actions necessary to accomplish the contractual obligations of ISU in connection with your employment with ISU and your posting/travel to the European Union, as well as the obligations imposed by law.

5. All personal data, including sensitive data, will be collected and processed automatically and/or manually in compliance with the provisions of the EU GDPR and by adopting the appropriate data protection measures, securing strictly monitored access.

6. Data processing will take place, according to the aforementioned criteria, only within those offices of ISU premises which are exclusively dedicated to ISU employment; the data will be handled only by the persons who are in charge and responsible of the related activities and by other persons working on the same areas as specified in internal communications; sensitive data will be handled only within those offices of ISU premises which are exclusively dedicated to ISU employment, for the purposes above specified, by persons officially appointed to this task. Your personal data you have provided may be transferred overseas pursuant to the terms, conditions and limits specified by Chapter V of the EU GDPR.

7. In particular your data may be communicated in compliance with the rules above indicated to public or private subjects, if necessary, in order to fulfill obligations set forth by local laws, regulations or EU laws; sensitive data may be communicated to public bodies and authorities (such as public offices like immigration agencies, Social Security, Labor and Tax Agencies) and to private subjects (such as other employees with specific duties for labor matters, external CPAs, labor consultancy/payroll and law firms, security supervisors, insurance companies, banks, private pension funds) only for the purposes of performing and preserving your health and safety and for the purposes of fulfilling obligations set forth by local laws, regulations and EU laws.

8. The Data Controller, under the law and with particular reference to the safety obligations related to the automatic processing of your data, is ISU.

9. All data will be processed by ISU in its capacity as Data Controller with the supervision of Sunil Singh, Data Protection Officer, whom you can reach to the following telephone number/email: sp Singh@iastate.edu/+1-515-294-8620.

10. You will be able to exercise any and all other rights, as applicable, foreseen by Articles from 15 to 22 of the EU GDPR, namely right of access, right to rectification, right to erasure or “to be forgotten”, right to restriction of processing, right to data portability, right to object; you can read Regulation (EU) 2016/679 at:

http://ec.europa.eu/justice/data-protection/reform/files/regulation_oj_en.pdf

11. Please be also informed that:

a) The period for which your personal data will be stored will be in accordance with ISU's retention criteria;

b) You may consent below to ISU processing and controlling other data, including sensitive data, which does not meet the purposes outlined in paragraph 2. above. You can withdraw your consent, if granted below, at any time and even only orally, but this will not affect the lawfulness of processing your personal data based on your consent before withdrawal; nor will it affect the lawfulness of processing your personal data based on the purposes outlined in paragraph 2. above.

c) You have legal rights and remedies against any breach of your personal privacy according to articles from 77 to 84 of the EU GDPR.

Having read this notice provided by the Data Controller pursuant to Article 12 of the EU GDPR and having taken due to the rights set forth by Articles from 15 to 22 of the same, **the undersigned,** _____, **born on** _____, **hereby:**

acknowledges receipt and understanding of the notice set forth in this document;

gives his/her consent

does not give his/her consent

for the use of his/her personal data (including sensitive data) for the purposes outlined in this notice.

gives his/her consent

does not give his/her consent

for his/her personal data (including sensitive data) to be transferred overseas pursuant to the provisions of article 49 (1) (a) of the EU GDPR, and more specifically to the United States of America, even if this country were not considered a privacy safe harbor by the EU competent authorities due to the absence of appropriate safeguards;

gives his/her consent

does not give his/her consent

for the use of his/her personal sensitive data for the purposes outlined in this notice, these being personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or the person's sex like or sexual orientation.

Date and Place: _____

Name and Surname of the Faculty/Staff: _____

Signature: _____

I also hereby waive any right to privacy or confidentiality regarding ISU's reporting to the appropriate authorities if I am seriously ill; suffer an injury; am the victim or perpetrator of harassment, whether on or off campus; am the victim or the perpetrator of sexual or gender-based misconduct and/or of criminal behavior, whether on or off campus, and I grant ISU staff, faculty and administrators full authority to report to the appropriate authorities any and such all incidents, under the applicable laws (including but not limited to Title IX and Clery Act), whether or not it involves disciplinary action. This waiver is independent of my choices selected above vis-à-vis GDPR.

Date and Place: _____

Name and Surname of the Faculty/Staff: _____

Signature: _____