

INFORMATION ON PERSONAL DATA PROTECTION (GDPR ARTS. 13 AND 14)

PROCESSING ACTIVITY: “CENTRO DE ORIENTACIÓN E INFORMACIÓN DE EMPLEO”

BASIC INFORMATION ON DATA PROTECTION

DATA CONTROLLER: PERSON IN CHARGE OF DATA PROCESSING	MANAGER OF THE UNIVERSITY OF CANTABRIA
PURPOSE OF DATA PROCESSING	<p>Management of internships calls, job offers and awards.</p> <p>Carrying out labour intermediation activities in accordance with RD 1796/2010, which regulates the employment agencies.</p> <p>Management of training offer in competences and skills and transversal actions.</p> <p>Quality surveys of the services of the institutional quality system.</p> <p>Professional guidance for employment.</p>
LEGITIMACY	<p>GDPR Art. 6.1 e): Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</p> <p>Organic Law 6/2001, of 21 December, on Universities.</p> <p>Royal Decree 1791/2010, of 30 December, approving the University Student Statute.</p> <p>Royal Decree 592/2014, of 11 July, regulating external academic internships for university students.</p> <p>Royal Decree 1493/2011, of 24 October, regulating the terms and conditions of inclusion in the General Social Security Scheme for persons participating in training programmes.</p> <p>Royal Legislative Decree 3/2015, of 23 October, approving the revised text of the Employment Law and its implementing provisions.</p> <p>Royal Decree 1796/2010, of 30 December, which regulates employment agencies.</p>

RECIPIENTS OF DATA TRANSFERS	<ul style="list-style-type: none"> - State Public Employment Service. - Cantabria Employment Service. - National Institute of Social Security - Companies and institutions where internships are carried out. - Companies that offer employment. - Insurance company (accident and civil liability insurance). - Collaborating banks (payment of grants).
	<p>International transfers are foreseen for internships in foreign companies, with prior consent in the application form.</p>
ACCESS RIGHTS OF THE DATA SUBJECT	<p>The data subject shall have the right to access, rectify and delete data, as well as other rights, as explained in the additional information.</p>
SOURCE OF PERSONAL DATA	<p>From the data subject or a legal representative, other natural persons and Public Administrations. Data from other files of the University of Cantabria.</p>

Additional information about this data processing can be found at the following address:
web.unican.es/RGPD/coie

The completion of the application and participation in the selection or pre-selection processes called by the COIE or the Centers, Departments and services for internships or the management of job offers entails the processing of the data provided and those generated in their relationship with this Service and in general with the University of Cantabria, as well as assignments and, where appropriate, international transfers and purposes that are further detailed in the **Additional Information** on Personal Data Protection provided.

Submission of the application with your signature or online validation implies that **you have read and understand the information provided.**

Date and Signature

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ADDITIONAL INFORMATION ON DATA PROTECTION

Who is the responsible for your data processing?

Identity:	Manager of the University of Cantabria
Address:	Universidad de Cantabria. Gerencia. Pabellón de Gobierno. Avda. de los Castros nº 54. 39005 Santander (Cantabria).
Telephone:	+ 34 942 201 500.
Email:	seguridaddelainformacion@unican.es
Data Protection Delegate:	Gema Bilbao Prieto
Delegate's contact:	dpd@unican.es

For what purposes do we process your personal data?

Management of internships calls, both curricular and extracurricular, job offers and calls for prizes, addressed to university students, graduates and/or users of the UC Employment Agency. Management and organisation of training activities in competences, skills and/or techniques to search for an employment and self-employment, as well as transversal training actions.

Carrying out labour intermediation activities in accordance with RD 1796/2010, which regulates employment agencies, in development of the Employment Law (Royal Legislative Decree 3/2015, of 23 October, which approves the revised text of the Employment Law).

Professional guidance for employment and employability improvement.

Terms and conditions for Data preservation:

Your data will be kept permanently as they are necessary to be able to accredit at any moment your activity developed in our institution in the exercise of our competences as Public Administration.

Automated decision-making, personal profiling and applied logic:

Your data will not be subject to a decision based solely on automated processing, including profiling.

What is the legitimacy for the processing of your data?

The legal basis your data processing of for the management of student internships is collected in the fulfillment of the functions attributed to the University as a public educational institution in the Organic Law of Universities and its implementing regulations:

- The University Student Statute, approved by RD 1791/2010, in development of article 46.5 of the LOU, recognises the right of students to have the possibility of carrying out academic internships.
- Royal Decree 592/2014, of 11 July, which regulates external academic internships for university students.

In relation to labour intermediation activities, the COIE of the University of Cantabria is recognised as an Employment Agency in accordance with Royal Decree 1796/2010, issued in development of the Employment Law (Royal Legislative Decree 3/2015)

To which recipients will your data be communicated?

Your data will be or may be communicated to other public administrations and bodies and to private companies or entities for the exercise of powers related to academic practices, employment or entrepreneurship and compatible with the purpose of the processing.

Data processors:

There are no data processors.

What are your rights regarding your data processing?

You have the right to:

- Request access to your personal data that we process.
- Request rectification or deletion.
- Request the limitation of its processing.
- Opposition to the data processing.

To exercise your rights, you should contact the data controller of our organization, indicated above. You can consult the UC regulations on the exercise of these rights and how you can exercise them at the following address:

<https://web.unican.es/consejo-direccion/gerencia/rgpd/derechos-de-los-interesados>

Information can also be obtained from the following e-mail address:

seguridaddelainformación@unican.es

We inform you that if you submit a request for the exercise of these rights and you consider that it has not been appropriately addressed by our institution, you may contact the Data Protection Delegate of the University of Cantabria, prior to submit a complaint to the Spanish Data Protection Agency (AEPD).

You may also submit a complaint to the AEPD in accordance with the procedure set out at the following address:

<https://sedeagpd.gob.es/sede-electronica-web/vistas/formReclamacionDerechos/reclamacionDerechos.jsf>

How did we get your personal data?

The personal data subject to processing are those that you have provided to us. They may have been provided by other natural persons or Public Administrations (for example, in the case of payroll payments to staff belonging to other entities participating in activities of the University of Cantabria).

The categories of data we process are:

- a) Identification data: ID, name and surname, address, telephone, signature/fingerprint, Social Security/Mutuality number, health card, image/voice, email.
- b) Specially category data:
 - Health (mere concurrence of the condition of disability: it is treated for aggregate and dissociated for statistical purposes of employment of groups with special insertion difficulties).
- c) Other data:
 - Personal characteristics: date of birth, sex.
 - Social circumstances: immigrant status.
 - Academic and professional data: Training and qualifications, professional experience, academic record.
 - Economic, financial and insurance data. Bank details, unemployment data.