

PRIVACY NOTICE

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INTRODUCTION

In accordance with Articles 12, 13 and 14 of the EU Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereafter the “GDPR”), this Privacy Notice (hereafter “the Notice”) explains how the University of Luxembourg processes and protects your Personal Data in the context of your application to the MSCA COFUND Young International Academics postdoctoral programme.

1) WHO ARE WE?

The University of Luxembourg is a public higher education and research establishment, operating under the supervision of the Ministry for higher education.

The University of Luxembourg has its official address at:

MAISON DU SAVOIR

2, avenue de l’Université

L- 4365 ESCH-BELVAL

Phone number: Tel.: (+352) 46 66 44 1

Internet address: <https://www.uni.lu/university>

The University has appointed a DPO: reachable during working hours. Further information is provided on [the University website](#) and an email address is available: dpo@uni.lu

2) WHY DO WE PROCESS YOUR PERSONAL DATA?

The personal data we collect from you is an integral part of the information requested to verify the eligibility of your application. According to the criteria imposed by the European Commission, the YIA project team will check whether the applicant is an early-career researcher having successfully defended their doctoral thesis at the call deadline, whether the applicant has defended his/her doctoral thesis before the call deadline but no more than 8 years before the call deadline and whether the candidate has been resident or carried out his/her main activity (work, studies, etc.) in Luxembourg for more than 12 months in the three years before the deadline of the call.

3) WHICH PERSONAL DATA DO WE COLLECT AND FURTHER PROCESS?

The personal data processed includes:

- First name
- Last name
- Researcher unique identifier (ORCID, Research ID, ...)
- Postal address of the candidate’s current place of residence
- Zip code of the candidate’s current place of residence
- Country of the candidate’s current place of residence
- E-mail address
- Citizenship
- Current / most recent University or institution
- Principal discipline of your project
- Secondary discipline of your project

- Education
- Professional experience
- Career breaks in research
- Invited presentations/lectures (conferences, universities, etc.)
- Further dissemination (posters, oral communication, etc.)
- Research expeditions/stays
- Organisation of national and/or international conferences
- Major achievements
- Prizes and Awards
- Funding record (past, current, pending)
- Supervision activities
- Teaching activities
- Outreach activities
- Institutional responsibilities
- Membership in scientific societies/networks/associations
- Major collaborations
- Language skills
- List the contact details of 3 referees
- Patents (granted and applications)
- Publications (peer-reviewed journals & conference proceedings, monographs, books, book chapters, etc.)

Please ensure you have duly informed the 3 referees that you will provide their contact details to the University in the context of your application. If they want to be withdrawn from our list, please contact the YIA team by sending an email to yia@uni.lu.

4) [HOW DID WE COLLECT PERSONAL DATA?](#)

We collect the Personal Data directly, as provided by you via the Lime Survey, the Curriculum Vitae and the project proposal documents.

5) [ON WHICH LEGAL BASIS DO WE PROCESS YOUR PERSONAL DATA?](#)

The legal basis for the processing of your personal data is laid down in:
Article 6 (b) GDPR:

- a) The processing is necessary for the performance of the contract to which you will be party if you are selected or in order to take steps at your request prior to entering into this contract.

6) [WHO ARE THE RECIPIENTS OF YOUR PERSONAL DATA?](#)

- Employees of the Institute of Advanced Studies and the Vice-Rectorate for Research the University of Luxembourg.
- 2 staff members of the University of Mons (Belgium) for the candidate's eligibility criteria cross check as this cross-checking is recommended by the European Commission. The University of Mons will act as

processor of the University of Luxembourg and a proper contract will be concluded before any access to your personal data.

- Candidates for the YIA calls will be evaluated by the members of the Scientific Council of the IAS and external experts identified by the UL from the academic and non-academic world.

7) DO WE TRANSFER YOUR PERSONAL DATA OUTSIDE OF EUROPEAN UNION?

Your Personal Data will be mainly processed within the European Union. However, transfers will occur to non-European countries as some external evaluators are located in these countries.

For the countries as United Kingdom and Switzerland, the European Commission concluded adequacy decisions which will ensure the same level of protection for the processing of your personal data than in Europe.

For other countries like Australia, Bangladesh, Canada, India, Singapore, South Africa and USA as they are not offering the same level of protection than in Europe, we will ask your express consent prior to any transfer of your personal data. Be informed these experts are chosen for their expertise in the respective fields.

8) HOW LONG DO WE STORE YOUR PERSONAL DATA?

The Personal Data provided by you are kept for a duration of 5 years after the end of the YIA programme.

9) WHAT ARE YOUR RIGHTS WITH REGARD TO THE PROCESSING OF YOUR PERSONAL DATA?

According to the GDPR, you benefit notably from the following rights: right to be informed, right to access to your personal data, right to rectification, right to erasure, right to restrict the scope of the processing, right to object, right to data portability, right to lodge a complaint. The University provides further information on its website page: https://www.uni.lu/university/data_protection/your_rights.

In practice, you can exercise your rights by contacting our DPO:

✉ By sending a request per post to:

Université du Luxembourg

À l'attention de: DPO – Exercise of Data Subject rights
Maison du Savoir
2, Avenue de l'Université
L-4365 ESCH BELVAL

Or

✉ By sending a request per email to the DPO, at dpo@uni.lu

Any request shall be processed by the University of Luxembourg without undue delay, and where feasible no later than one (1) month after its receipt, at least in order to inform you about the status of your request. This period may be extended for two (2) additional months for complex cases or due to a high volume of requests.

10) HOW CAN YOU LODGE A COMPLAINT?

If you consider that the Processing of Personal Data relating to you infringes the GDPR, you will have the right – without prejudice to any other administrative or judicial remedy – to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement.

In Luxembourg, the competent authority is the Commission Nationale pour la Protection des Données (CNPD).

Contact of the CNPD:

Commission Nationale pour la Protection des Données
1, avenue du Rock'n'Roll
Service des réclamations
L-4361 Esch-sur-Alzette
Tel. : (+352) 26 10 60 -1
Fax : (+352) 26 10 60 -29

You can also use their contact form, at: <https://cnpd.public.lu/fr/support/contact.html>

11) APPLICABLE LAW – JURISDICTION

The present Notice shall be governed and construed in accordance with the Luxembourgish law.

Any dispute concerning the existence, interpretation or performance of this Notice which cannot be settled amicably, shall fall within the jurisdiction of the Courts of Luxembourg City, without prejudice to the rights of the Data Subjects to bring the matters before the court where he or she has her place of residence as well as its right to lodge a complaint with the supervisory authority.