

Privacy statement for Applicants

1. Introduction

This notice is for applicants to The European Multidisciplinary Seafloor and water column Observatory (EMSO) to explain the purposes for which we hold information about you (your personal data).

The European Multidisciplinary Seafloor and water column Observatory (EMSO) is registered with the Italian Authority For Data Protection (*Garante per la protezione dei dati personali* – www.garanteprivacy.it) for the purpose of Data Protection. EMSO's Data Protection Policy can be found here. Further information can also be obtained from Our Data Protection Officer mailing privacy@emso-eu.org

All data is held and processed in line with the EMSO's Data Protection Policy which can be accessed here. All data which we receive from you is kept securely and only used for legitimate purposes.

2. How to contact us

You can contact our Admissions Office [here](#). Open position for recruitment can be found [here](#).

3. Collecting and using your personal information

We collect your personal information so we can manage and support your application to higher and further education. To do this, we collect the information detailed below.

- If you register to apply online: your name, title, date of birth, e-mail address and chosen password.
- If you complete and submit an application: your name, date of birth, contact details, nationality and permanent residence. We ask for details of the school(s) or college(s) or EMSO(s) you have attended and qualifications you have or are likely to achieve. We also request details of your previous employment, including paid, unpaid or voluntary work. You will be asked to complete a personal statement to support your application. We may also collect sensitive personal information as described in the 'Special category data' section below.
- To support your application: information about you provided by your referee(s).
- If you complete and submit an application and live outside of the European Union (EU): your visa and passport details, so we can check your identity and confirm you are able to work in ITA or EU.
- When we correspond with you: any personal information you may provide as a result.
- Telling you about any changes to your application, our services or this privacy policy: your name and preferred contact details.
- To confirm your subject grades: educational qualifications provided to us by third party examining and awarding bodies.

We will also keep you informed about events, news and other information to support you with the application process. You can opt out of receiving this additional information at any time by clicking on the 'unsubscribe' link on the bottom of the emails that we send to you or by e-mailing [\(quale email???? C'è n'è una ad-hoc per le newsletter???\)](#).

4. Special category data

To support your application, we may ask you to provide the following special category data as detailed below.

- To assist EMSO in monitoring our compliance with the EU Regulation and Italian Constitution we give you the option to tell us your ethnicity, sexual orientation and religious belief.
- For the purposes of making sure that we can meet any specific needs you may have, we ask you to provide information about whether you have an impairment, special needs, or a medical condition, and if you have been in care.
- Health data will be collected for nursing, midwifery, ODP and social work students as part of the application process

The special category data we collect varies depending on which admissions scheme you apply through. Please make sure you read and understand the relevant declaration when you submit your application. This will confirm the special category data we need to collect and why.

5. Criminal conviction information

Once you have been given an offer, we ask you to provide us with information about any unspent criminal convictions you may have which relate to physical or sexual assault, fire arms, arson or drugs. This information is used to assess the risks to other members of the EMSO.

If you are studying a course that leads to a professional qualification such as nursing or social work, you will be required to declare this information at the application stage.

6. Sharing your personal information

We may share the personal information we collect about you with the organisations or individuals listed below.

- Your nominated representative, where you have appointed one.
- Your referee(s) – we provide personal information to your referee to allow them to identify you and provide the reference. You will be notified of any additional access to your application which may be required by your referee when you nominate them.
- Your appointed agent, if you have one, to assist you with your application.
- ITA Visas and Immigration, for non ITA/EU applicants.
- EU or ITA Government organisations or other bodies that develop or monitor the effectiveness of EU policies for research.
- Crime prevention or government bodies, if we are required or permitted by law to disclose the information to them for the purposes of preventing or detecting crimes of any nature.
- Third party suppliers in order to provide information to you. For example,
 - software applications that enable us to deliver information to you, such as sending you an email or text message
 - applications that allow you to communicate with us online, via our live chat service.
 - mailing companies, for information that is delivered to you by post.
 - website development and hosting companies that provide technical support for our website, including online forms where we collect data.

7. Lawful bases for collecting data

The lawful bases that we rely on for collecting and processing your data are:

Contractual obligation: when you make an application to the EMSO, we use your data in order to process your application before you enter into a contract with us (i.e. enrol at the EMSO).



Legitimate interests: in specific situations, we collect and process your data in order to pursue our legitimate interests in ways which might reasonably be expected as part of our promotion and provision of our services.

Public interests: processing necessary for reasons of substantial public interest. This includes monitoring according to characteristics such as ethnicity or disability to ensure equality of opportunity.

Legal obligations: we are required to collect criminal record and health data for applicants who are applying for courses leading to a professional qualification.

8. Additional notices and guidance/policies

We also have some additional notices, guidelines and policies with further useful information about the way in which we process your personal data:

- Our website – we use Cookies (that will collect your personal data) on our web pages.

We use the services of third parties including website development and hosting companies. They provide technical support for our website, including online forms where we collect data.

9. Your rights

Under the GDPR you have a right to request a copy of your personal data held by the EMSO. The EMSO is required to fulfil this request within 30 working days.

You also have the right to:

- withdraw consent where that is the legal basis of our processing;
- rectify inaccuracies in personal data that we hold about you;
- request to remove some personal data we hold about you;
- restrict the processing in certain ways;
- object to certain processing of your personal data by us.

Please see <http://emso.eu/privacy-and-data-protection/> for further information on the above rights. You may also contact the Data Protection Officer for further information privacy@emso-eu.

If you believe that the organisation has not complied with your data protection rights, you can contact the Information Commissioner (the Italian Authority For Data Protection – *Garante per la protezione dei dati personali* – www.garanteprivacy.it)

10. Changing how we communicate with you

We will from time to time communicate with you by e-mail, post and telephone. If, at any stage, you decide you no longer want to receive these communications, or wish to change the method of communication that we use, please unsubscribe to general e-mail communications. If you are unsuccessful in unsubscribing from our communications and/or remain concerned, please contact our Data Protection Officer.

11. Your responsibilities

You have a responsibility to keep your personal details accurate and up to date and should notify the EMSO of any changes.

