**Information to be supplied when the data are obtained from the data subject (Article 13)**

**Purpose of the processing:**

The information collected about you will be processed in order to be made available to:

- *(indicate the contact details of the controller and representative and the Data Protection Officer (French :* Délégué à la protection des données*) - dpd.requests@cnrs. fr).*

Personal data are collected and processed for the following purpose:.....

The legal basis of the processing is: *(indicate one or more of the following points)*

- the performance of a contract to which the data subject is a party or the performance of pre-contractual measures taken at the data subject's request

- compliance with a legal obligation

- the protection of the vital interests of the data subject or a natural person

- the performance of a public interest mission

- For the purposes of the legitimate interests pursued by the controller or by a third party

- The data subject has consented to the processing of his or her personal data

**Recipients of the data:**

Depending on their respective needs, the recipients of all or part of the data are:

*(specify the recipients)*

In the event that your data is transferred outside the EU, the following security measures and safeguards are in place: ……...

Or

No data transfers outside the European Union are carried out.

**How long your data will be kept:**

Your personal data will be kept for a period of: …..

**Rights of individuals**

You have the following rights for the use of your data:

- The right of objection: you may at any time oppose the processing of your data and have the right to withdraw your consent

- The right of access and to rectification of your data

- The right to erasure

- The right to restricted use when your data are no longer necessary or useful

- The right to portability: communicate your data to the person of your choice

You can exercise these rights by contacting:

*(indicate the contact details of the department or person responsible for the right of access - postal and electronic addresses)*

You can also contact the Data Protection Officer at the following address:

*DPD - 17 rue Notre Dame des Pauvres - 54519 - Vandoeuvre - Nancy Cedex -* *dpd.demandes@cnrs. fr*

If, after contacting us, you believe that your rights in the field of Information Technology and Liberties are not respected, you have the possibility to file a complaint with the CNIL online or by post.

**Information to be supplied where the data are not obtained from the data subject (Article 14)**

**Purpose of the processing operation**

The information collected about you will be processed in order to be made available to:

- *(indicate the contact details of the controller or his representative and the Data Protection Officer (French :* Délégué à la protection des données*) - dpd.requests@cnrs. fr).*

Personal data are collected and processed for the following purpose:..............

It allows *(indicate the different "sub-purposes")*:

- **….**

- **…..**

The legal basis for the processing is: *(indicate one or more of the following points)*

- the performance of a contract to which the data subject is a party or the performance of pre-contractual measures taken at the data subject's request

- compliance with a legal obligation

- the protection of the vital interests of the data subject or a natural person

- the performance of a public interest mission

- For the purposes of the legitimate interests pursued by the controller or by a third party

- The data subject has consented to the processing of his or her personal data

**Persons concerned**

The data processing concerns:

- ***(to be specified)***

**Categories of data processed**

- Ex. : Identification data *(to be detailed)*

- E.g.: Professional contact details *(to be detailed)*.

***Mandatory nature of data collection***

*(Resume purpose) provides, unless otherwise specified, for the mandatory collection of data necessary to process the request.*

**Data source**

This information is collected from *(source to be specified and indicate whether or not it comes from publicly available sources)*.

**Data recipients**

Depending on their respective needs, the recipients of all or part of the data are:

-• (to be detailed)

In the event that your data is transferred outside the EU, the following security measures and safeguards are in place: : ……...

Or

No data transfers outside the European Union are carried out.

**Data retention period**

Your personal data will be kept for a period of: …..

**Automated decision making**

The processing does not provide for any [prise de décision automatisée](https://www.cnil.fr/fr/reglement-europeen-protection-donnees/chapitre3#Article22). [(https://www.cnil.fr/fr/reglement- european-data-protection-data-chapter3#Article22](https://www.cnil.fr/fr/reglement-europeen-protection-donnees/chapitre3#Article22))

**Data Security**

*(to be specified)*

**Rights of individuals**

You have the following rights for the use of your data:

- The right of opposition: you may at any time object to the processing of your data and have the right to withdraw your consent

- The right of access and to rectification of your data

- The right to erasure

- The right to restricted use when your data are no longer necessary or useful

- The right to portability: communicate your data to the person of your choice

You can exercise these rights by contacting:

*(indicate the contact details of the department or person responsible for the right of access - postal and electronic addresses).*

You can also contact the Data Protection Officer at the following address

*DPD - 17 rue Notre Dame des Pauvres - 54519 - Vandoeuvre - Nancy Cedex -* *dpd.demandes@cnrs. fr*

If you believe that your rights in the field of Information Technology and Liberties are not respected, you have the possibility to file a complaint with the CNIL online or by post.