

ANNEX 2. CONFIDENTIALITY AGREEMENT FORM

**CONSORTIUM OF THE
INSTITUT RAMON LLULL**

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(For people involved in the process of reporting or complaints, processing and resolution of cases of sexual harassment, harassment on grounds of sex, gender, gender identity, gender expression and sexual orientation at the Institut Ramon Llull).

(Name and surname(s)) _____

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Having been appointed by the Institut Ramon Llull to participate in the procedure for receiving, dealing with, investigating and resolving reports or complaints concerning situations of sexual harassment, harassment on grounds of sex, gender, gender identity, gender expression and sexual orientation;

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Participating as the person against whom the complaint is made, the complainant or a witness;

I undertake to respect the confidentiality, privacy, intimacy and impartiality of all parties involved during the various stages of the process.

Accordingly, and more specifically, I hereby declare my commitment to fulfilling the following obligations:

- I To ensure the dignity of individuals and their right to privacy throughout the entire procedure, as well as equal treatment between women and men.
- II To guarantee confidential treatment and absolute discretion concerning information about situations that may constitute workplace harassment, sexual harassment, harassment on grounds of sex, gender, gender identity, gender expression and sexual orientation.
- III To guarantee the strictest confidentiality and secrecy regarding the content of the communications or complaints submitted, resolved or under investigation of which I have knowledge, and to ensure compliance with the prohibition on disclosing or divulging any type of information by the other people involved in the procedure.
- IV Not to disclose the information to which I have access during this process, and not to use the information to which I have access for any purpose other than that related to this process.

I also declare that I have been informed by the Institut Ramon Llull of the disciplinary liability that I may be subject to in the event of my failure to comply with the obligations set out above.

INFORMATION ABOUT PERSONAL DATA PROCESSING

Personal data will be processed by the Institut Ramon Llull for the sole and exclusive purpose of receiving, processing, investigating and resolving reports or complaints concerning situations of harassment at work, sexual harassment, harassment on grounds of sex, gender, gender identity, gender expression and sexual orientation, in compliance with the obligations derived from Law 31/1995 and Organic Law 3/2007, and will be kept for the time necessary to fulfil this purpose.

The personal data created as a result of the actions mentioned in the previous paragraph may be passed on to the Public Prosecutor's Office, courts or law enforcement agencies.



Data subjects may exercise their rights of access, rectification, erasure and data portability, restriction and objection to processing, and to not be subject to decisions based solely on automated processing, if applicable, by sending an e-mail to the following address: *dpd@lull.cat*.

Barcelona, _____

Signature:

