



Record of data processing activities – Institut Ramon Llull

Developed and approved in compliance with article 30 of the *Regulation (EU) 2016/679 European Parliament and Council dated 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data*, and article 31 of *Organic Law 3/2018 dated 5 December 2018 on the protection of personal data and guarantee of digital rights*.

Version in effect starting: 12/16/2020

Approved: 12/16/2020

Name of data controller	Institut Ramon Llull
Contact details	Institut Ramon Llull. Av. Diagonal, 373, 08008 BARCELONA, www.llull.cat. Tel.: +34 934 67 80 00, A/e info@llull.cat
Name of Data Protection Officer	Institut Ramon Llull. Av. Diagonal, 373, 08008 BARCELONA, www.llull.cat. Tel.: +34 934 67 80 00, A/e dpd@llull.cat

PROCESSES	Added to Record	Changes
Management of personnel	5/25/2018	
Management of payroll and social security	5/25/2018	
Occupational health	5/25/2018	
Control of attendance	5/25/2018	
Suppliers/clients	5/25/2018	
Personnel selection processes	5/25/2018	
Selection of Catalan studies teaching staff	5/25/2018	
Persons registered for Catalan proficiency exams	5/25/2018	04/04/2019
Parties interested in procedures	5/25/2018	
Agreements for the co-organization of activities and sponsorship	5/25/2018	
Media agents	5/25/2018	
Receipt of suggestions, complaints and queries	5/25/2018	
Document registration	5/25/2018	
Access control	5/25/2018	12/16/2020
Accreditation	5/25/2018	
Subscribers to the bulletins	5/25/2018	



Web services	5/25/2018	
Directory of professionals	04/04/2019	
Sending information	5/25/2018	
Institutional agenda	5/25/2018	
Travel management	5/25/2018	
Management of students on placements	12/16/2020	
Collaborative management in Catalan studies network placements	12/16/2020	
Training programs	12/16/2020	
FABER residencies	12/16/2020	



Processing performed as controller

Management of personnel	
Purpose of processing	<ul style="list-style-type: none"> - Management of personnel. - Monitoring of employment activity. - Training. - Management and resolution of incidents. - Granting of licenses, permits or advances.
Categories of data subjects	<ul style="list-style-type: none"> - Employees of Institut Ramon Llull (IRL).
Personal data categories	<ul style="list-style-type: none"> - Identification data. - Data concerning personal characteristics. - Academic and professional data. - Employment data. - Economic, financial and insurance data. - Administrative offenses and sanctions.
Special categories of data	<ul style="list-style-type: none"> - Data concerning health (degree of invalidity).
Recipient categories	<ul style="list-style-type: none"> - Insurance entities. - Tax Authorities. - National Social Security Institute. - Bank entities for the purposes of paying salaries. - Catalan Public Employment Service. - State Public Employment Service. - Partner administrations (Government of the Balearic Islands and the Barcelona City Council). - Ministry of Culture of the Generalitat of Catalonia. - Ministry of Foreign Affairs, Institutional Relations and Transparency of the Generalitat of Catalonia. - Jurisdictional bodies. - Other public bodies according to legislation. - External audits (finance and compliance). - Office for the Rationalization of the Public Sector. - General Intervention Board of the Generalitat of Catalonia. - Accounts Receivership. - European and international audits according to project.



Categories of third country recipients	- US Agencies
Terms established for the erasure of different categories of data	- The data shall be kept permanently. Supporting and auxiliary documents are deleted on a regular basis.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Compliance with legal obligations (art. 6.1.c. GDPR) - Compliance with obligations deriving from a contractual relationship (art. 6.1.b. GDPR).

Management of payroll and social security	
Purpose of processing	- Preparation of the employee payroll and payment of the financial compensation for their work.
Categories of data subjects	- Employees of Institut Ramon Llull (IRL).
Personal data categories	- Identification data. - Data concerning personal characteristics. - Data on social circumstances. - Academic and professional data. - Employment data. - Economic, financial and insurance data.
Special categories of data	- Specially protected data: degree of invalidity, trade union fees.
Recipient categories	- Tax Authorities. - National Social Security Institute. - Bank entities for the purposes of paying salaries.
Categories of third country recipients	- US Agencies.
Terms established for the erasure of different categories of data	- Those set forth under employment legislation in relation to the statute of limitations.
Technical and organizational security measures	- Those set forth in the security document. - Those of relevant application.
Legal basis	- Compliance with a legal obligation and with the obligations deriving from a contractual relationship (art. 6.1.b GDPR) according to Royal Legislative Decree 5/2015, of October 30, approving the Basic Statute for Public Employees Act (Consolidating Act) and implementation regulations, and Royal Legislative Decree 2/2015, of October 23, approving the Workers' Statute (Consolidating Act).



Occupational health	
Purpose of processing	<ul style="list-style-type: none"> - Document the processes for the prevention and promotion of personnel health in accordance with the governing legislation. - Plan improvement actions. - Organize training activities.
Categories of data subjects	- Employees of Institut Ramon Llull (IRL)
Personal data categories	<ul style="list-style-type: none"> - Identification data. - Data concerning personal characteristics. - Employment data.
Special categories of data	- Specially protected data: health details.
Recipient categories	<ul style="list-style-type: none"> - Institutions and training companies. - Work accident and occupational illness mutual insurance company. - Occupational health and safety service.
Categories of third country recipients	- US Agencies.
Terms established for the erasure of different categories of data	- The data shall be deleted under the terms set forth in the document evaluation tables, approved by the National Documentary Access, Evaluation and Selection Committee in accordance with the specific applicable legislation.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Compliance with a legal obligation and with the obligations deriving from a contractual relationship (art. 6.1.b GDPR) according to Royal Legislative Decree 5/2015, of October 30, approving the Basic Statute for Public Employees Act (Consolidating Act) and implementation regulations, and Royal Legislative Decree 2/2015, of October 23, approving the Workers' Statute (Consolidating Act).

Control of attendance	
Purpose of processing	<ul style="list-style-type: none"> - Control access to facilities. - Verify that the personnel abide by working hours.
Categories of data subjects	- Institute employees.
Personal data categories	<ul style="list-style-type: none"> - Identification data. - Others: incident type.
Special categories of data	---
Recipient categories (transfer)	---
Categories of third country recipients	---



Terms established for the erasure of different categories of Data	- The daily Record of working hours will be conserved for 4 years, in accordance with article 34.9 of Royal Legislative Decree 2/2015, of October 23, approving the Workers' Statute (Consolidated Act).
Technical and organizational security measures	- Those set forth in the security document. - Those of relevant application.
Legal basis	- Performance of a contract (art. 6.1.b GDPR) and compliance with legal obligations (art. 6.1.c GDPR) according to Royal Legislative Decree 5/2015, of October 30, approving the Basic Statute for Public Employees Act (Consolidating Act) and implementation regulations, and Royal Legislative Decree 2/2015, of October 23, approving the Workers' Statute (Consolidating Act).

Suppliers/clients	
Purpose of processing	- Record of persons with whom the IRL has a financial relationship for the procurement and provision of goods and services. - Accounting, fiscal and administrative management - Evaluation of budgets - Monitoring of work orders - Management of payments/collections - Contact with suppliers/clients
Categories of data subjects	- Persons establishing a financial relationship with the IRL, or their legal representatives.
Personal data categories	- Identification data - Transaction data - Economic, tax, financial and insurance data - Academic and professional data
Special categories of data	-



Recipient categories	<p>State Tax Administration Agency, or equivalent bodies</p> <p>Banking entities, or equivalent bodies</p> <p>Institutions subsidizing programs</p> <p>Partner administrations (Government of the Balearic Islands and the Barcelona City Council)</p> <p>Partners in shared projects.</p> <p>Travel agencies</p> <p>Translation companies</p> <p>Ministry of Culture of the Generalitat of Catalonia</p> <p>Ministry of Foreign Affairs, Institutional Relations and Transparency of the Generalitat of Catalonia</p> <p>Other public bodies according to legislation</p> <p>External audits (finance and compliance)</p> <p>Office for the Rationalization of the Public Sector</p> <p>General Intervention Board of the Generalitat of Catalonia</p> <p>Accounts Receivership</p> <p>European and international audits according to project</p> <p>Jurisdictional bodies</p>
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- Stored while the commercial relationship is in effect and subsequently until tax liabilities have become statute-barred in accordance with article 66 of General Tax Act 58/2003, of December 17.
Technical and organizational security measures	<ul style="list-style-type: none"> - Those set forth in the security document. - Those for the SicalWin application: user password, actions log, etc. - Those for the ICT T-Systems accounting program: user password, actions log, etc.
Legal basis	<ul style="list-style-type: none"> - Fulfillment of a contractual relationship. (art. 6.1.b GDPR) - Compliance with legal obligations (art. 6.1.c GDPR)

Personnel selection processes	
Purpose of processing	<ul style="list-style-type: none"> - Organization of selection processes. - Evaluation of candidates. - Follow-up of selection procedure for job or jobs offered. - Information on call for applications and results.
Categories of data subjects	- Persons applying for jobs.
Personal data categories	<ul style="list-style-type: none"> - Identification data. - Data concerning personal characteristics. - Employment data.
Special categories of data	- Specially protected data: health details (degree of invalidity).
Recipient categories	---



Categories of third country recipients	---
Terms established for the erasure of different categories of data	- In accordance with TAAD 16, approved by Order CLT/301/2015 and published in the Official Journal of the Catalan Government (DOGC) 6966, the data detailed in the final report of the selection board and in the edicts and agreements of collegiate bodies shall be kept permanently. The remainder shall be deleted once the process has finalized and the positions have been awarded.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Data subject's consent (art. 6.1.a GDPR) and performance of a task carried out in the public interest (art. 6.1.e GDPR) according to Chapter I of Title IV of Royal Legislative Decree 5/2015, of October 30, approving the Basic Statute for Public Employees Act.

Selection of Catalan studies teaching staff	
Purpose of processing	- Management of Catalan studies teaching staff selection processes for universities.
Categories of data subjects	- Catalan studies teaching staff candidates for universities abroad.
Personal data categories	- Identification data. - Data concerning personal characteristics. - Academic and professional data. - Economic, financial and insurance data.
Special categories of data	---
Recipient categories	- Universities included in the selection procedures. - Institutions subsidizing programs. - General Directorate for Language Policy. Ministry of Culture. Generalitat of Catalonia. - Other public bodies according to legislation.
Categories of third country recipients	- Universities outside the EU.
Terms established for the erasure of different categories of data	- The data included in the definitive certificate of the selection board and in edicts and resolutions of collegiate bodies are stored permanently. All other data are eliminated once the resolution on the notice has become definitive and the personnel are appointed (Official Journal of the Catalan Government 6966).
Technical and organizational security measures	- Those set forth in the security document.



Legal basis	- Data subject's consent (art. 6.1.a GDPR) and performance of a task carried out in the public interest (art. 6.1.e GDPR) according to Chapter I of Title IV of Royal Legislative Decree 5/2015, of October 30, approving the Basic Statute for Public Employees Act.
-------------	---

Persons registered for Catalan proficiency exams	
Purpose of processing	- Management of Catalan language proficiency exams. - Record of the data of persons registered. - Evaluation of the exams. - Accreditation of results.
Categories of data subjects	- Persons registered for Catalan language proficiency exams.
Personal data categories	- Identification data. - Data on personal characteristics. - Academic and professional data. - Economic, financial and insurance data.
Special categories of data	---
Recipient categories	
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- The data shall be deleted under the terms set forth in the document evaluation tables, approved by the National Documentary Access, Evaluation and Selection Committee in accordance with the specific applicable legislation.
Technical and organizational security measures	- Those set forth in the security document. - Those of relevant application.
Legal basis	- Performance of a task carried out in the public interest (art. 6.1.e GDPR).



Parties interested in procedures	
Purpose of processing	<ul style="list-style-type: none"> - Management of subsidies. - Management of agreements. - Organization or co-organization of programs with other bodies.
Categories of data subjects	<ul style="list-style-type: none"> -Persons applying for subsidies/grants. -Persons participating in programs organized or co-organized with the IRL. -Persons requesting access to public information.
Personal data categories	<ul style="list-style-type: none"> -Identification data. -Academic and professional data. -Commercial data. - Employment data - Economic, financial and insurance data.
Special categories of data	---
Recipient categories (transfer)	<p>Depending on the type of procedure, data may be communicated to the following institutions:</p> <ul style="list-style-type: none"> - Co-organizing institutions and bodies. - Companies and institutions subsidizing programs. - Travel agencies. - Translation companies. - RAIS (Record of Grants and Subsidies. Generalitat of Catalonia) application. - Ministry of Culture of the Generalitat of Catalonia. - Jurisdictional bodies. - Other public bodies according to legislation. - External audits (finance and compliance). - Office for the Rationalization of the Public Sector. - General Comptroller of the Government of Catalonia. - Court of Auditors. . - European and international audits according to project.
Categories of third country recipients	<ul style="list-style-type: none"> - Co-organizing institutions and bodies outside of the EU.
Terms established for the erasure of different categories of data	<ul style="list-style-type: none"> - Those set forth in document management table TAD 749 Applications for subsidies to promote the Catalan language and culture outside its linguistic area



Technical and organizational security measures	<ul style="list-style-type: none"> - Those set forth in the security document. - The measures in place for the application and case management platform.
Legal basis	<ul style="list-style-type: none"> - Compliance with a legal obligation, according to Act 39/2015, of October 1, on common administrative procedure of public administrations and Act 40/2015, of October 1, on the legal regime of the public sector.

Agreements for the co-organization of activities and sponsorship	
Purpose of processing	<ul style="list-style-type: none"> - Co-organization of activities with other entities or bodies. - Sponsors of activities by means of payment in kind.
Categories of data subjects	<ul style="list-style-type: none"> - Co-organizers of activities. - Sponsors of activities by means of payment in kind.
Personal data categories	<ul style="list-style-type: none"> - Identification data. - Academic and professional data. - Commercial data.
Special categories of data	---
Recipient categories	<ul style="list-style-type: none"> -Co-organizing institutions and bodies. -Companies and institutions subsidizing programs. - Organizing or co-organizing entities of sponsored activities or which manage the visibility of the sponsors. -Travel agencies. -Translation companies. -To other public bodies according to legislation. -Register of Agreements. -Jurisdictional bodies. -External audits (finance and compliance). -Ministry of Culture of the Generalitat of Catalonia. -Ministry of Foreign Affairs, Institutional Relations and Transparency of the Generalitat of Catalonia. - General Comptroller of the Government of Catalonia. - Court of Auditors -European and international audits according to project.
Categories of third country recipients	-Co-organizing institutions and bodies outside of the EU.
Terms established for the erasure of different categories of data	- The data shall be deleted under the terms set forth in the document evaluation tables, approved by the National Documentary Access, Evaluation and Selection Committee in accordance with the specific applicable legislation.



Technical and organizational security measures	- Those set forth in the security document. - Those of relevant application.
Legal basis	- Performance of a task carried out in the public interest (art. 6.1.e. GDPR).

Media agents	
Purpose of processing	- Contact with the media associated with Institut Ramon Llull.
Categories of data subjects	- Media contact person.
Personal data categories	- Identification data - Employment data.
Special categories of data	---
Recipient categories	---
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- The data shall be immediately deleted at the request of the data subject.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Data subject's consent (art. 6.1.a GDPR)

Receipt of suggestions, complaints and queries	
Purpose of processing	- Provide a record of complaints, suggestions, queries. - Record of persons making complaints, suggestions or queries. - Deal with complaints, suggestions or queries. - Process the complaints, suggestions or queries. - Establish contact with senders.
Categories of data subjects	- Persons requesting information, filing complaints or making suggestions via the website - Persons requesting information and reporting incidents via the website
Personal data categories	- Identification data.
Special categories of data	---
Recipient categories	---
Categories of third country recipients	---



Terms established for the erasure of different categories of data	- In accordance with TAAD 16, approved by Order CLT/301/2015 and published in the Official Journal of the Catalan Government (DOGC) 6966, the data included in the definitive certificate of the selection board and in edicts and resolutions of collegiate bodies are stored permanently. All other data are eliminated once the resolution on the notice has become definitive and the personnel are appointed.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Compliance with public interest mission (art. 6.1.e GDPR)

Document registration	
Purpose of processing	- Keep a record of the inflow and outflow of documents. - Identification of senders or recipients. - Calculation of terms for the purposes of complying with the obligations established for each procedure. - Monitoring of actions. - Digitalization of paper documents.
Categories of data subjects	- Senders or recipients of documents processed in the register, or their representatives.
Personal data categories	- Identification data. - Transaction data. - Economic, tax, financial and insurance data. - Academic and professional data.
Special categories of data	---
Recipient categories	- Other public administrations to ensure the intercommunication and coordination of records.
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- Data retention shall be determined by the type of procedure to which the document processed in the Register refers.
Technical and organizational security measures	- Those set forth in the security document. - Those of relevant application.
Legal basis	- Compliance with a legal obligation (art.6.1.c GDPR) according to Act 39/2015, of October 1, on common administrative procedure of public administrations and Act 40/2015, of October 1, on the legal regime of the public sector.



Access control	
Purpose of processing	- Control of access to the Institut Ramon Llull offices. - Security of persons and of the premises of the Institut Ramon Llull. - Record of arrivals and departures of persons accessing the Institut Ramon Llull offices.
Categories of data subjects	- Persons accessing the Institut Ramon Llull offices.
Personal data categories	- Identification data. - Employment data.
Special categories of data	---
Recipient categories	---
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- The data shall be deleted within one month counted from the time of collection (Instruction 1/1996 AGPD [Spanish Data Prevention Agency], BOE [Official State Gazette] 62 of 12/03/1996).
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Performance of a task carried out in the public interest (art. 6.1.c GDPR).

Accreditation	
Purpose of processing	- Accredite foreign natural persons to negotiate with the IRL - Accredite representatives of foreign companies to negotiate with the IRL
Categories of data subjects	- Foreign natural persons wishing to negotiate with the IRL - Representatives of foreign companies wishing to negotiate with the IRL
Personal data categories	- Identification data.
Special categories of data	---
Recipient categories (transfer)	---
Categories of third country recipients	. ---
Terms established for the erasure of different categories of data	- That data will be erased immediately at the request of the data subject, immediately after his/her request.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Performance of a task carried out in the public interest (art. 6.1.c GDPR).



Subscribers to the bulletins	
Purpose of processing	- Sending of IRL bulletins - Management of subscriptions to IRL bulletins - Manage the requests to subscribe, unsubscribe and make changes to subscriptions.
Categories of data subjects	- Persons interested in receiving IRL bulletins.
Personal data categories	- Identification data.
Special categories of data	---
Recipient categories	---
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- The data shall be immediately deleted at the request of the interested party.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Data subject's consent (art. 6.1 a GDPR).

Web services	
Purpose of processing	- Editing of web content
Categories of data subjects	- Persons interested in publishing content on the IRL website
Personal data categories	- Identification data.
Special categories of data	---
Recipient categories	---
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- The data shall be immediately deleted at the request of the interested party.
Technical and organizational security measures	- Those set forth in the security document. - Those of relevant application.
Legal basis	- Data subject's consent (art. 6.1 a GDPR).



Directory of professionals	
Purpose of processing	- To manage the different directories of professionals in order to disseminate and provide their contact in the areas of competence of the Institut Ramon Llull.
Categories of data subjects	- Professionals who work in the areas of competence of the Institut Ramon Llull.
Categories of personal data	- Identifying data. - Data on personal characteristics. - Academic and professional data.
Data in special categories	---
Recipient categories	- With the consent of the interested party, the data shall be disseminated in directories which are published in in-house editions or channels or in agreement with third parties.
Categories of recipients in third countries	---
Terms established for the erasure of the different categories of data	- The data shall be erased immediately at the request of the data subject .
Technical and organizational security measures	- Those provided for in the document on security measures.
Legal basis	- Data subject's consent (art. 6.1.a GRDP).

Sending information	
Purpose of processing	- Sending of information on matters concerning the Institut Ramon Llull.
Categories of data subjects	- Persons interested in receiving information about the Institut Ramon Llull.
Personal data categories	- Identification data.
Special categories of data	---
Recipient categories	---
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- The data shall be immediately deleted at the request of the data subject.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Data subject's consent (art. 6.1.a GDPR).



Institutional agenda	
Purpose of processing	- Organization of IRL institutional events - Processing of information for organizational and protocol purposes.
Categories of data subjects	- Institutional representatives. - Representatives of entities or companies - Individuals.
Personal data categories	- Identification data.
Special categories of data	---
Recipient categories	---
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- The data shall be kept while the data subjects maintain their professional or representative status and do not request the deletion of data.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Performance of a task carried out in the public interest (art. 6.1.e GDPR).

Travel management	
Purpose of processing	- Mobility of cultural agents.
Categories of data subjects	- Cultural agents.
Personal data categories	- Identification data.
Special categories of data	---
Recipient categories	- Insurance entities. - Companies that offer accommodation and travel services.
Categories of third country recipients	---
Terms established for the erasure of different categories of data	- The data shall be deleted under the terms set forth in the document evaluation tables, approved by the National Documentary Access, Evaluation and Selection Committee in accordance with the specific applicable legislation.
Technical and organizational security measures	- Those set forth in the security document.
Legal basis	- Performance of a task carried out in the public interest. .



Management of students on placements	
Purpose of processing	<ul style="list-style-type: none"> - Management of university students on placements seeking to improve the quality of higher education and provide academic and professional benefits for their all-round development. - Organization and monitoring of the placements. - Record of persons interested in (curricular and extracurricular) placements at the Institut Ramon Llull. - Sending of information.
Categories of data subjects	<ul style="list-style-type: none"> - Persons interested in (curricular and extracurricular) placements at the Institut Ramon Llull. - Persons who participate in (curricular and extracurricular) placements at the Institut Ramon Llull.
Personal data categories	<ul style="list-style-type: none"> - Identification data. - Data concerning personal characteristics. - Academic and professional data. - Employment data. - Economic, financial and insurance data.
Special categories of data	<ul style="list-style-type: none"> - Data subject to special protection (data on health: disability).
Recipient categories	<ul style="list-style-type: none"> - Insurance entities. - Tax Authority. - National Social Security Institute. - Banking entities for the purpose of paying salaries. - Partner administrations (Government of the Balearic Islands and Barcelona City Council). - Department of Culture of the Government of Catalonia. - Department of Institutional and Foreign Affairs and Relations and Transparency of the Government of Catalonia. - Jurisdictional bodies. - Other public bodies according to regulations. - External audit (financial and compliance) - Public Sector Rationalization Office. - General Comptroller of the Government of Catalonia. - Court of Auditors. - European and international control audits according to projects.
Categories of third country recipients	<ul style="list-style-type: none"> - Management of locations of sector Offices abroad.
Terms established for erasure of different categories of data	<ul style="list-style-type: none"> - The data will be erased in the terms established in the document assessment tables approved by the National Document Access, Assessment and Selection Commission and in accordance with the applicable specific legislation.
Technical and organizational security measures	<ul style="list-style-type: none"> - Those established in the security measures document.
Legal basis	<ul style="list-style-type: none"> - Performance of a task carried out in the public interest (art. 6.1.e GDPR).



Collaborative management in Catalan studies network placements

Purpose of processing	<ul style="list-style-type: none"> - Favor access by Llull Network (XarxaLlull) students of Catalan studies to professional placements that complement their academic studies and prepare them for professional activities in a Catalan setting (public and private). - Acting as intermediary with collaborating businesses, entities and bodies that offer placements. - Sending of information.
Categories of data subjects	<ul style="list-style-type: none"> - Persons interested in receiving placement offers from entities that offer international placements. - Representatives of collaborating businesses, entities and bodies that offer placements.
Personal data categories	<ul style="list-style-type: none"> - Identification data. - Data concerning personal characteristics. - Data concerning social circumstances. - Academic and professional data. - Employment data
Special categories of data	<ul style="list-style-type: none"> - Data subject to special protection (data concerning health: disability).
Recipient categories	<ul style="list-style-type: none"> - Public or private companies and entities that offer placements.
Categories of third country recipients	---
Terms established for erasure of different categories of data	<ul style="list-style-type: none"> - Data are erased at the data subject's request, immediately after his or her request.
Technical and organizational security measures	<ul style="list-style-type: none"> - Those established in the security measures document.
Legal basis	<ul style="list-style-type: none"> - Data subject's consent (art.6.1.a GDPR).

Training programs

Purpose of processing	<ul style="list-style-type: none"> - Record of students of Catalan from outside the linguistic domain interested in participating in Programs. - Record of teaching staff interested in participating in Programs for teaching staff. - Organization or co-organization with other public administrations of Catalan language training programs within the linguistic domain. - Monitoring and organization of activities. - Sending of information.
Categories of data subjects	<ul style="list-style-type: none"> - Persons interested in participating in student programs, or in programs for teaching staff. - Persons interested in receiving information on student programs and programs for teaching staff.
Personal data categories	<ul style="list-style-type: none"> - Identification data. - Academic and professional data. - Employment data. - Economic, financial and insurance data.



Special categories of data	---
Recipient categories	- Co-organizing and collaborating institutions and bodies.
Categories of third country recipients	---
Terms established for erasure of different categories of data	- The data will be erased in the terms established in the document assessment tables approved by the National Document Access, Assessment and Selection Commission and in accordance with the applicable specific legislation.
Technical and organizational security measures	- Those established in the security measures document - Specific measures.
Legal basis	- Performance of a task carried out in the public interest (art. 6.1.e GDPR). - Data subject's consent (art.6.1.a GDPR).

Faber residencies	
Purpose of processing	- Record of residents. - Performance of the service to be provided. - Monitoring and organization of services. - Sending of information.
Categories of data subjects	- Persons interested in participating in a residency. - Persons requesting information.
Personal data categories	- Identification data. - Data concerning personal characteristics. - Academic and professional data. - Employment data. - Insurance data.
Special categories of data	-
Recipient categories	- Government of Andorra (only for residents wishing to participate in that Residency)
Categories of third country recipients	---
Terms established for erasure of different categories of data	- The data will be erased in the terms established in the document assessment tables approved by the National Document Access, Assessment and Selection Commission and in accordance with the applicable specific legislation.
Technical and organizational security measures	- Those established in the security measures document - Specific measures.
Legal basis	- Performance of a task carried out in the public interest (art. 6.1.e RGPD).



APPENDIX. Personal data categories

Below is a list of the personal data grouped by category (listed for the purposes of this document).

Identification data: name and surname(s), national identity number/tax identification number, social security or mutual insurance company number, postal address, email address, telephone number, profession, written signature, electronic signature, fingerprint, image, voice, username, personal identifier, personal registration number.

Personal characteristics: gender, civil status, family details, date of birth, place of birth, age, nationality, native language, physical appearance.

Social circumstances: residence or dwelling; properties or possessions; hobbies and lifestyle; membership in clubs and associations; personal licenses, permits and authorizations.

Academic and professional data: training and qualifications; academic background; professional experience; membership in professional associations.

Employment: place of work, non-financial data from salary, employment background; monitoring data from employment activity, training, permits and licenses, offenses and sanctions.

Commercial data: activities and businesses; licenses, permits and professional or industrial trade authorizations; subscriptions and publications/media; artistic, literary, scientific/technical creations.

Economic, financial and insurance data: Financial data from salary; bank details; credit card number, wages and incomes; investments; credit, loans, guarantees, mortgages; tax credits, pension plans, insurance, subsidies.

Transactions: Goods or services supplied by the interested party, goods or services received by the interested party; financial transactions; compensation, indemnities.

Administrative sanctions and offenses: administrative offenses, administrative sanctions.

Specially protected data: Criminal sentences, criminal offenses; health, ethnic origin, sex life, sexual orientation; genetic data, biometric data, ideology, religion, trade union membership, beliefs, political opinions, philosophical beliefs.