

## **DATA PROTECTION NOTICE – APPLICANTS**

This information notice describes how the COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN THE UNITED STATES OF AMERICA AND PORTUGAL (NIPC 501626018) ("**Controller**" or "**Fulbright**") will process your personal data in the context of your current or former relationship with the Controller.

### **1. Purposes of processing**

The Controller will process your personal data to consider, review and possibly award you a scholarship.

### **2. Personal data processed**

We collect and process personal data ("**Personal Data**") about you when you apply for scholarship from the Controller's, during your scholarship and, possibly, thereafter as a Fulbright alumni.

This includes all the information you will voluntarily provide about yourself throughout the application process, which may include:

- Internal information
  - Knowledge and belief (religious beliefs, philosophical beliefs, etc.);
  - Preferences (opinions, intentions, interest, likes, dislikes, etc.);
- Historical information
  - Information about your personal history (events, travel history, medical history, etc.);
- External information
  - Identifying information (name, age, user-name, government issued identification (passport/ID), picture, address, email address, phone number, etc.);
  - Immigration status (work permit, residence permit, etc.)
  - Ethnicity (race, national or ethnic origin, languages spoken, dialects, etc.);
  - Sexual (gender, etc.);
  - Demographic (age, etc.);
  - Medical and health (disabilities, health history, allergies, etc.);
- Financial information
  - Account (bank account number, etc.);
  - Ownership (income, loan records, etc.);
- Social information
  - Professional information (academic history, job titles, salary, work history, school attended, employee files, employment history, evaluations, professional references, interviews, certifications, etc.);
  - Criminal information (convictions, charges, etc.);
  - Public life (social status, marital status, religion, political affiliations, etc.);
  - Family (family structure, siblings, details of dependents, marriages, divorces, relationships, etc.);

### **3. Legal basis for processing**

We process this personal data for the following purposes:

- For purposes which are required by law:
  - To fulfill immigration obligations (e.g. affiliation with insurances, etc.)
  - In response to requests by government or law enforcement authorities (e.g. to apply for visa, etc.).
- Where you give us consent through a separate consent form:
  - To post Personal Data (e.g. photo's) on our website or social media accounts (Facebook, etc) to promote events and/or after having attended an event;
  - To process sensitive data (e.g. political views) as part of your application;
- To fulfil a contract, or take steps linked to a contract. This includes services rendered/offered by:
  - Insurances;
  - Fulbright when awarding a scholarship;
- As required by Controller to conduct our business and pursue our legitimate interests, in particular:
  - Networking activities;
  - Exchanging contact details with donors;
  - Monitoring computer, email and internet use to prevent, investigate and/or report fraud, terrorism, misrepresentation, security incidents or crime, in accordance with applicable law;
  - Investigating any complaints received from you or from others, about our services;
  - We will use data in connection with legal claims, compliance, regulatory and investigative purposes as necessary (including disclosure of such information in connection with legal process or litigation);

### **4. Withdrawing consent or otherwise objecting to direct marketing**

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above.

### **5. Recipients or categories of recipients**

Your Personal Data may be shared with:

- attorneys or legal counsel representing the Controller;
- courts, tribunals, (arbitration) commissions, government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our legitimate interests in compliance with applicable laws;

- third party service providers, who will process Personal Data on behalf of Controller for the purposes identified above. Such third parties include IIE, ECA, review panels and selections committees.

## **6. Details of data transfers outside the EU**

Your Personal Data may be transferred outside the European Economic Area (EEA) to:

- the United States of America;

Where information is transferred outside the EEA, and where this is to a third party, stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request to the Controller.

## **7. Security**

The Controller will implement, and undertakes that its data processors implement, appropriate technical and organizational measures to ensure an appropriate level of security of your Personal Data.

## **8. What rights do you have?**

Pursuant to the data protection legislation, including the EU General Data Protection Regulation 2016/679 ("GDPR"), as well as any legislation and/or regulation implementing or created pursuant to the GDPR, or which amends, replaces, re-enacts or consolidates any of them, and all other national applicable laws relating to processing of personal data and privacy that may exist under applicable law, including but not limited to the Portuguese Data Protection Act 67/98, dated October 26 1998, several rights are recognized, which you can in principle exercise free of charge, subject to statutory exceptions. In particular, you have the following rights:

- right to access, review, and rectify your Personal Data. You may be entitled to ask us for a copy of your information, to review or correct it;
- right to erasure: you have the right to erasure of all the Personal Data processed by us in case we no longer need it for the purposes for which the Personal Data were initially collected or processed;
- right to object or restriction of processing: under certain circumstances described in the data protection legislation, you may ask for a restriction of processing or object to the processing of your Personal Data; and
- right to data portability: you have the right to receive the Personal Data processed in a format which is structured, commonly used and machine-readable and to transmit this data to another service provider.

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of these rights, you can get in touch with us, using the contact details set out below.

If you have unresolved concerns, you have the right to lodge a complaint with an EU data protection authority where you live, work or where you believe a breach may have occurred. This is likely to be the Portuguese Data Protection Authority (*Comissão Nacional de Protecção de Dados*):

**Comissão Nacional de Protecção de Dados**

Rua de São Bento, 148, 3º

1200-821 Lisboa

Telephone: 21 392 84 00

e-mail: [geral@cnpd.pt](mailto:geral@cnpd.pt)

**9. Is Personal Data used for direct marketing communications?**

If you have explicitly consented, Fulbright may, from time to time, contact you by email with information about Fulbright activities.

If You no longer want to receive email marketing from Fulbright, please let us know by sending an email to us at [fulbright@fulbright.pt](mailto:fulbright@fulbright.pt). You can also unsubscribe from our marketing emails by clicking on the unsubscribe link in the emails Fulbright sends to you.

**10. How do you get in touch with us - Contact details**

We hope that we can satisfy queries you may have about the way we process your data. If you have any queries or concerns about the way we process your personal data, you can get in touch by email or by writing. Please use any of the following contact details:

- Identity and contact details of the Controller:

**COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN THE UNITED STATES OF AMERICA AND PORTUGAL**

Av. D. Carlos I, 126-4º

1249-074 Lisboa

With representatives of the Controller:

**Otilia Macedo Reis**

Executive Director

[omreis@fulbright.pt](mailto:omreis@fulbright.pt)

**11. The retention period for the data**

Where we process personal data, we do this for as long as you are a Fulbright applicant, Fulbright grantee or Fulbright alumni and for 5 years after this.

Where we process personal data with your consent, we process the data until you ask us to stop and for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to process your data indefinitely so that we can respect your request in future.

Where we process specific personal data in connection with performing a contract, we keep the data for 5 years from your last interaction with us.

Where we process personal data in the context of a lawsuit, we retain it until all ways of redress have been exhausted and/or have reached their statute of limitations and for 5 years after this.

## **CONSENT FORM – APPLICANTS**

I, hereunder signed, confirm having received, read and understood the data protection information notice, setting out the specifics regarding:

- the purposes of processing personal data ("why");
- the personal data processed ("what");
- the legal basis for personal data processed;
- the possibility to withdraw consent or otherwise object to using any personal data for direct marketing;
- the recipients or category of recipients;
- the details regarding transfer of personal data outside of the EU;
- security measures;
- my rights pursuant to the data protection legislation;
- the relevant contact details; and
- the retention period of personal data;

as provided to me by the COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN THE UNITED STATES OF AMERICA AND PORTUGAL (NIPC 501626018) ("**Controller**" or "**Fulbright**").

I, hereunder signed, in light of the above, expressly confirm as follows to the Controller with regard to:

- (i) the processing of my personal data by the Controller which I may volunteer during the application process and which would qualify as **sensitive data** (i.e. racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation; genetic data; and/or biometric data) during the application process and this until the possible grant of a scholarship:

I do **not consent**\*

I consent\*

(ii) the processing of my personal data, except for sensitive data, by the Controller which I may volunteer during the application process and, if applicable, for as long as you are a Fulbright applicant, Fulbright grantee or Fulbright alumni and for 5 years after this:

- Alumni management (including: member administration, networking activities, direct marketing, etc.):

I do not consent\*

I consent\*

- Fundraising:

I do not consent\*

I consent\*

\*Please indicate your preference by ticking either of the boxes.

**Name:** \_\_\_\_\_

**Location and Date:** \_\_\_\_\_

**Signature\*:** \_\_\_\_\_

**\*Signature to be preceded by "Read and understood"**