



PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA COUNSELLING AND WELLBEING SERVICE

(Last updated on 16.12.2015)

The counselling and wellbeing service includes confidential short-term counselling, workshops on stress-management and relaxation/meditation courses that are provided to researchers, fellows, partners and staff of the EUI. The service is on an absolute voluntary basis and will be provided only upon your request.

Below, you will find more information about the processing and safeguards put in place by the Institute to make sure any processing of your personal data is in line with the EUI's Data Protection Policy (as outlined in the [President's Decision n° 40 of 27 August 2013 regarding Data Protection](#)).

1. Description of the processing operation and Data Controller

In order to receive individual counselling, you should arrange an appointment with a specialist of your choice and you should attend the session. During this first session, you shall complete a Registration Form, providing specified personal data.

You may also participate in group courses and workshops, organized by the EUI.

The Data Controller, overall responsible for the processing of your personal data, is the Director of the EUI Academic Service.

2. What personal information (data) do we collect, for what purpose and through which technical means?

Types of personal data

Upon the first individual session we collect your:

- Identification data: name, surname, age, nationality;
- Contact data: electronic and postal addresses, telephone number,
- Academic data: status, department, year of studies.

In order for you to participate in courses and workshops we collect your name, surname and status.

Purpose

The purpose of the processing upon counselling is for the Counsellor on one part to compile anonymous statistics about the use of the service and on another part to carry out an analysis of your situation to give you the appropriate support.

The purpose of the processing upon workshops and classes is to manage the participation of members of the EUI Community in the classes.

Technical means

Primary personal information is received through the Registration Form, which is on paper and you are requested to fill it in during the first session.

Personal data relating to your problem(s) is being recorded by the Counsellor. He/she may take handwritten brief notes after the sessions. These notes assist the counsellors in their thinking about their work with the client.

Additional personal data of any kind may be received in the course of the correspondence by e-mail between you and the Counsellor.

3. Who has access to your personal information (data) and to whom is it disclosed?

The EUI Counsellor, chosen by you, is the only one who has access to your personal information. As a matter of good practice, the Counsellor may orally receive supervision on your case with his colleagues (confidentiality is maintained within the team) or from an external supervisor (done anonymously). EUI counsellors share the access to the Registration Forms of the clients.

Everything you've put on the Registration Form and the content of all counselling sessions are confidential. In very rare circumstances we reserve the right to break confidentiality. This is only when the counsellor feels you may harm yourself or others, or if you have serious health issues. In such an event it may be necessary for information to be shared with other health care professional. Wherever possible, the counsellor would seek the client's agreement to disclose information.

4. How do we protect and safeguard your information?

The Counsellor is subject to the obligation of professional secrecy and the conversations take place in the strictest confidence.

Files are stored by the Counsellors in locked cupboards.

External Collaborators' contracts include a confidentiality and liability clause and a specific clause on data protection.

5. How long do we keep your data?

The counsellor does not keep any confidential data beyond the time limit necessary for him/her to accomplish his task.

For researchers, fellows and visiting students: data is retained **until the end of the enrollment in the program.**

For staff members: data is retained **for the academic year.** After this period of time the counsellor's notes and personal data will be destroyed.

6. How can you verify, modify or delete your information?

You have the right to access the documents you have transmitted yourself.

You have the right to rectify the processed data with respect to all documents in your file, except for the Counsellor's working notes.



You can address your requests with regard to exercising your abovementioned rights to the Data Controller at: Veerle.Deckmyn@eui.eu with a simultaneous notification to the Data Protection Officer of the EUI at: Data Protection Officer@EUI.eu.

7. Right of Recourse

You have the right to have recourse if you consider that your rights under EUI President's Decision n° 40/2013 (EUI's Data Protection Policy) have been infringed as a result of the processing of your personal data by the EUI.

You can at any time have recourse to the DPO of the EUI (Data Protection Officer@EUI.eu), in particular to ask the DPO to verify the data and inform them whether the data they could not access were dealt with correctly and, if not, whether the necessary corrections were made.