

PROCEDURE FOR THE EXERCISE OF RIGHTS OVER PERSONAL DATA



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1. OBJECT

The purpose of this document is to establish the procedure to be applied by ReDIB in processing the data of its users, to ensure the security, integrity, and confidentiality of such data in compliance with the legislation in force.

2. SCOPE

This procedure applies to any registration of personal data carried out at ReDIB—whether in person, remotely, and/or virtually—for the provision of any service of the ICTS.

3. DEFINITIONS

Personal data: Any information linked or that can be associated with one or more identified or identifiable natural persons.

Data subject: A natural person whose personal data are subject to processing.

Interested party: An identified or identifiable natural person.

Filing system: Any structured set of personal data accessible according to specific criteria, whether centralized, decentralized, or functionally or geographically distributed.

Processing: Any operation or set of operations performed on personal data or sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, extraction, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction.

Controller: The natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of the processing.

Processor: The natural or legal person, public authority, agency, or other body which processes personal data on behalf of the Controller.

Consent of the data subject: Any freely given, specific, informed, and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

4. INFORMATION ON DATA PROCESSING

4.1. Joint Controllers

Personal data are processed by the research nodes that make up ReDIB, as joint controllers. To this end, they have signed a joint-controller agreement that transparently and mutually sets out their respective responsibilities for compliance with data protection obligations.

The joint controllers are:

BIOIMAC Paseo de Juan XXIII, nº 1 28040, Madrid DPO contact: ofi.dpd@ucm.es	CIC biomaGUNE Paseo de Miramón, 194 20014 Donostia-San Sebastián (Gipuzkoa) DPO contact: gdpr@cicbiomagune.es
PREBI-GIBI230 (Imaging La Fe) Avda. Fernando Abril Martorell, 106 Planta 1 46026 Valencia DPO contact: dpdsectorpublico@gva.es	TRIMA@CNIC C/ Melchor Fernández Almagro, 3 28029 Madrid DPO contact: dpo@cnic.es

4.2. Purpose of the processing

- Evaluation of applications for access to ICTS facilities submitted by data subjects through the Access Form on the website <https://www.redib.net/>
- Administrative and financial management of services provided.
- Communications with users and potential users.

4.3. Consent and authorization of the data subject

ReDIB requires the free, prior, express, and informed consent of the data subject for the processing of his or her personal data, by signing the consent in the Access Form on the website <https://www.redib.net/>

4.4. Legal basis

Art. 6.1(a) GDPR

4.5. Automated decisions

None.

4.6. Transfers

No transfers to third parties are envisaged, except for information expressly required by government bodies for the evaluation of the activity of the nodes that make up the ICTS.

4.7. Retention

Personal data provided by data subjects, incorporated into and processed in the automated filing system USUARIOS ICTS ReDIB, are retained for the time necessary to fulfill the purpose for which they were collected, as long as the data subject does not request their erasure. Once the data have been used for the purposes for which they were collected, they will be erased or, if they must be retained by legal mandate, they will be duly blocked in accordance with Article 32 of Organic Law 3/2018 of December 5 on Personal Data Protection and guarantee of digital rights (LOPD).

4.8. Recognized rights

Rights of access, rectification, erasure, and data portability, and restriction of or objection to processing.

4.9. Additional information

See the Privacy Policy section on the ReDIB website: <https://www.redib.net/politica-de-privacidad-y-cookies>.

5. RIGHTS OF DATA SUBJECTS

The right to obtain a copy of the data undergoing processing and to be provided with information on its origin, the purposes of the processing, the categories of data processed, the recipients to whom the data will be communicated, the retention periods, whether there are automated decisions—including profiling—and, where data are transferred to a third country or international organization, the guarantees applicable to the transfer.

5.1. Right of access

The right to obtain a copy of the data undergoing processing and to be provided with information on its origin, the purposes of the processing, the categories of data processed, the recipients to whom the data will be communicated, the retention periods, whether there are automated decisions—including

profiling—and, where data are transferred to a third country or international organization, the guarantees applicable to the transfer.

5.2. Right to rectification

The right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning the data subject or to have incomplete data completed.

5.3. Right to erasure

The 'right to be forgotten'. The right to obtain from the controller without undue delay the erasure of personal data concerning the data subject.

5.4. Right to restriction of processing

The right to obtain from the controller the restriction of processing for the time necessary to verify the accuracy of the data; when the processing is unlawful and the data subject opposes the erasure of the data; when the data are no longer necessary for the purposes of the processing but are needed by the data subject for the establishment, exercise, or defense of legal claims; and when the data subject has exercised the right to object, pending verification of whether the controller's legitimate grounds override those of the data subject.

5.5. Right to object

The right to object at any time, on grounds relating to the data subject's particular situation, to the processing of personal data, including profiling.

5.6. Right to data portability

The right to receive from the controller the personal data the data subject has provided, in a structured, commonly used, and machine-readable format, and to have those data transmitted directly to another controller where technically feasible.

5.7. Right not to be subject to automated decisions, including profiling

The right not to be subject to a decision based solely on automated processing that produces legal effects concerning the data subject or similarly significantly affects him or her.

The exercise of these rights is free of charge. If requests are manifestly unfounded or excessive (e.g., repetitive in character), ReDIB may charge a fee proportionate to the administrative costs incurred or refuse to act.

6. EXERCISING YOUR RIGHTS

Users may exercise their rights of access, rectification, erasure, and portability of their data with the nodes that make up ReDIB, as joint controllers of the aforementioned filing system.

6.1. Submitting requests

Users may exercise these rights by sending a written request to the email address gdp@redib.net, proving their identity by a reliable means: electronic signature, photocopy of DNI (national ID) or equivalent document.

6.2. Contenido de la solicitud

- Full name of the data subject and, where applicable, a document proving identity or representation by a reliable means (electronic signature, photocopy of DNI or equivalent).
- Specific request being made.

- Address for notification purposes, date, and signature of the requester.
- Supporting documents for the request, where applicable.

In case of doubts or incomplete or incorrect data, the controller may request that the data subject provide additional information.

6.3. Addressee

The request shall be addressed to the Controller at ReDIB.

6.4. Request forms:

Acceso: <https://www.aepd.es/es/documento/formulario-derecho-de-acceso.pdf>

Rectificación: <https://www.aepd.es/es/documento/formulario-derecho-de-rectificacion.pdf>

Supresión: <https://www.aepd.es/es/documento/formulario-derecho-de-supresion.pdf>

Limitación: <https://www.aepd.es/es/documento/formulario-derecho-de-limitacion.pdf>

Oposición: <https://www.aepd.es/es/documento/formulario-derecho-de-oposicion.pdf>

Portabilidad: <https://www.aepd.es/es/documento/formulario-derecho-de-portabilidad.pdf>

Decisiones automatizadas: <https://www.aepd.es/es/documento/formulario-derecho-de-oposicion-decisiones-automatizadas.pdf>

6.5. Response to the request:

The standard time limit for responding is one (1) month, extendable by a further two (2) months where necessary, taking into account the complexity and number of requests received by ReDIB.

When the user is not satisfied with the response to the exercise of his or her rights, he or she may lodge a complaint with the Agencia Española de Protección de Datos (AEPD).