



## 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*.

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Name of data controller	Institut Ramon Llull
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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 representatives	5/25/2018	
Receipt of suggestions, complaints and queries	5/25/2018	
Document registration	5/25/2018	
Access control	5/25/2018	
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	

## Processing performed as controller

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Management of personnel	
Purpose of processing	<ul style="list-style-type: none"> <li>- Management of personnel.</li> <li>- Monitoring of employment activity.</li> <li>- Training.</li> <li>- Management and resolution of incidents.</li> <li>- Granting of licenses, permits or advances.</li> </ul>
Categories of interested parties	<ul style="list-style-type: none"> <li>- Employees of Institut Ramon Llull (IRL).</li> </ul>
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Personal data.</li> <li>- Academic and professional data.</li> <li>- Employment data.</li> <li>- Economic, financial and insurance data.</li> <li>- Administrative offenses and sanctions.</li> </ul>
Data for special categories	<ul style="list-style-type: none"> <li>- Specially protected data: printed, health details (degree of invalidity).</li> </ul>
Recipient categories (transfer)	<ul style="list-style-type: none"> <li>- Insurance entities.</li> <li>- Tax Authorities.</li> <li>- National Social Security Institute.</li> <li>- Bank entities for the purposes of paying salaries.</li> <li>- Catalan Public Employment Service.</li> <li>- State Public Employment Service.</li> <li>- Partner administrations (Government of the Balearic Islands and the Barcelona City Council).</li> <li>- Ministry of Culture of the Generalitat of Catalonia.</li> <li>- Ministry of Foreign Affairs, Institutional Relations and Transparency of the Generalitat of Catalonia.</li> <li>- Jurisdictional bodies.</li> <li>- Other public bodies according to legislation.</li> </ul>



	<ul style="list-style-type: none"> <li>- External audits (finance and compliance).</li> <li>- Office for the Rationalization of the Public Sector.</li> <li>- General Intervention Board of the Generalitat of Catalonia.</li> <li>- Accounts Receivership.</li> <li>- European and international audits according to project.</li> </ul>
Categories of third country recipients	- US Agencies
	- 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.
Legitimation	- Compliance with legal obligations and those deriving from a contractual relationship.

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 interested parties	- Employees of Institut Ramon Llull (IRL).
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Personal data.</li> <li>- Data on social circumstances.</li> <li>- Academic and professional data.</li> <li>- Employment data.</li> <li>- Economic, financial and insurance data.</li> </ul>
Data for special categories	- Specially protected data: degree of invalidity, trade union fees.
Recipient categories (transfer)	<ul style="list-style-type: none"> <li>- Tax Authorities.</li> <li>- National Social Security Institute.</li> <li>- Bank entities for the purposes of paying salaries.</li> </ul>
Categories of third country recipients	- US Agencies.
Terms and conditions established for the suppression of different categories of data	- Those set forth under employment legislation in relation to the statute of limitations.
Technical and organizational security measures	<ul style="list-style-type: none"> <li>- Those set forth in the security document.</li> <li>- Those of relevant application.</li> </ul>
Legitimation	- Compliance with legal obligations and those deriving from a contractual relationship.



Occupational health	
Purpose of processing	<ul style="list-style-type: none"> <li>- Document the processes for the prevention and promotion of personnel health in accordance with the governing legislation.</li> <li>- Plan improvement actions.</li> <li>- Organize training activities.</li> </ul>
Categories of interested parties	- Employees of Institut Ramon Llull (IRL)
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Personal data.</li> <li>- Employment data.</li> </ul>
Data for special categories	- Specially protected data: health details.
Recipient categories (transfer)	<ul style="list-style-type: none"> <li>- Institutions and training companies.</li> <li>- Work accident and occupational illness mutual insurance company.</li> <li>- Occupational health and safety service.</li> </ul>
Categories of third country recipients	- US Agencies.
Terms and conditions established for the suppression 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.
Legitimation	- Compliance with legal obligations and those deriving from a contractual relationship.

Control of attendance	
Purpose of processing	<ul style="list-style-type: none"> <li>- Control access to facilities.</li> <li>- Verify that the personnel abide by working hours.</li> </ul>
Categories of interested parties	- Institute employees.
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Others: incident type.</li> </ul>
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the suppression of different categories of data	- The data shall be deleted within one year counted from the end of the calendar year in which they were generated. In the event of disciplinary actions, the data shall be deleted once the sanction has been lifted.



Technical and organizational security measures	- Those set forth in the security document. - Those of relevant application.
Legitimation	- Fulfillment of the contractual relationship.

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 interested parties	- 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
Data for special categories	-
Recipient categories (transfer)	State Tax Administration Agency, or equivalent bodies Banking entities, or equivalent bodies Institutions subsidizing programs Partner administrations (Government of the Balearic Islands and the Barcelona City Council) Partners in shared projects. Travel agencies Translation companies Ministry of Culture of the Generalitat of Catalonia Ministry of Foreign Affairs, Institutional Relations and Transparency of the Generalitat of Catalonia 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 Jurisdictional bodies
Categories of third country recipients	---
Terms and conditions established for the	- Those set forth under tax legislation in relation to the statute of limitations.



suppression of different categories of data	
Technical and organizational security measures	<ul style="list-style-type: none"> <li>- Those set forth in the security document.</li> <li>- Those for the SicalWin application: user password, actions log, etc.</li> <li>- Those for the ICT T-Systems accounting program: user password, actions log, etc.</li> </ul>
Legitimation	- Fulfillment of a contractual relationship.

Personnel selection processes	
Purpose of processing	<ul style="list-style-type: none"> <li>- Organization of selection processes.</li> <li>- Evaluation of candidates.</li> <li>- Information on call for applications and results.</li> </ul>
Categories of interested parties	- Persons applying for jobs.
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Personal data.</li> <li>- Employment data.</li> </ul>
Data for special categories	- Specially protected data: health details (degree of invalidity).
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the suppression of different categories of data	- 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 (DOGC 6966).
Technical and organizational security measures	- Those set forth in the security document.
Legitimation	- Consent of the interested party and compliance with legal obligations.

Selection of Catalan studies teaching staff	
Purpose of processing	- Management of Catalan studies teaching staff selection processes for universities.
Categories of interested parties	- Catalan studies teaching staff candidates for universities abroad.
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Personal data.</li> <li>- Academic and professional data.</li> <li>- Economic, financial and insurance data.</li> </ul>
Data for special categories	---



Recipient categories (transfer)	<ul style="list-style-type: none"> <li>- Universities included in the selection proceedings.</li> <li>- Institutions subsidizing programs.</li> <li>- General Directorate for Language Policy. Ministry of Culture. Generalitat of Catalonia.</li> <li>- Other public bodies according to legislation.</li> </ul>
Categories of third country recipients	- Universities outside the EU.
Terms and conditions established for the suppression of different categories of data	
Technical and organizational security measures	- Those set forth in the security document.
Legitimation	

Persons registered for Catalan proficiency exams	
Purpose of processing	<ul style="list-style-type: none"> <li>- Management of Catalan language proficiency exams.</li> <li>- Record of the data of persons registered.</li> <li>- Evaluation of the exams.</li> <li>- Accreditation of results.</li> </ul>
Categories of interested parties	- Persons registered for Catalan language proficiency exams.
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Personal data.</li> <li>- Academic and professional data.</li> <li>- Economic, financial and insurance data.</li> </ul>
Data for special categories	---
Recipient categories (transfer)	<ul style="list-style-type: none"> <li>- Exam markers.</li> <li>- Exam data processing companies.</li> </ul>
Categories of third country recipients	---
Terms and conditions established for the suppression 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	<ul style="list-style-type: none"> <li>- Those set forth in the security document.</li> <li>- Those of relevant application.</li> </ul>
Legitimation	- Compliance with public interest mission.



Parties interested in procedures	
Purpose of processing	<ul style="list-style-type: none"> <li>- Management of subsidies.</li> <li>- Management of agreements.</li> <li>- Organization or co-organization of programs with other bodies.</li> </ul>
Categories of interested parties	<ul style="list-style-type: none"> <li>-Persons applying for subsidies/grants.</li> <li>-Persons participating in programs organized or co-organized with the IRL.</li> <li>-Persons requesting access to public information.</li> </ul>
Personal data categories	<ul style="list-style-type: none"> <li>-Identification data.</li> <li>-Academic and professional data.</li> <li>-Commercial data.</li> <li>Economic, financial and insurance data.</li> </ul>
Data for special categories	---
Recipient categories (transfer)	<ul style="list-style-type: none"> <li>- Co-organizing institutions and bodies.</li> <li>- Companies and institutions subsidizing programs.</li> <li>- Travel agencies.</li> <li>- Translation companies.</li> <li>- RAIS (Record of Grants and Subsidies. Generalitat of Catalonia) application.</li> <li>- Ministry of Culture of the Generalitat of Catalonia.</li> <li>- Jurisdictional bodies.</li> <li>- Other public bodies according to legislation.</li> <li>- External audits (finance and compliance).</li> <li>- Office for the Rationalization of the Public Sector.</li> <li>- General Intervention Board of the Generalitat of Catalonia.</li> <li>- Accounts Receivership.</li> <li>- European and international audits according to project.</li> </ul>
Categories of third country recipients	<ul style="list-style-type: none"> <li>- Co-organizing institutions and bodies outside of the EU.</li> </ul>
Terms and conditions established for the suppression of different categories of data	<ul style="list-style-type: none"> <li>- Those set forth in document management table TAD 749 Applications for subsidies to promote the Catalan language and culture outside its linguistic area</li> </ul>
Technical and organizational security measures	<ul style="list-style-type: none"> <li>- Those set forth in the security document.</li> <li>- Those of relevant application.</li> </ul>
Legitimation	<ul style="list-style-type: none"> <li>- Compliance with a legal obligation.</li> </ul>



Agreements for the co-organization of activities and sponsorship	
Purpose of processing	<ul style="list-style-type: none"> <li>- Co-organization of activities with other entities or bodies.</li> <li>- Sponsors of activities by means of payment in kind.</li> </ul>
Categories of interested parties	<ul style="list-style-type: none"> <li>- Co-organizers of activities.</li> <li>- Sponsors of activities by means of payment in kind.</li> </ul>
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Academic and professional data.</li> <li>- Commercial data.</li> </ul>
Data for special categories	---
Recipient categories (transfer)	<ul style="list-style-type: none"> <li>-Co-organizing institutions and bodies.</li> <li>-Companies and institutions subsidizing programs.</li> <li>- Organizing or co-organizing entities of sponsored activities or which manage the visibility of the sponsors.</li> <li>-Travel agencies.</li> <li>-Translation companies.</li> <li>-To other public bodies according to legislation.</li> <li>-Register of Agreements.</li> <li>-Jurisdictional bodies.</li> <li>-External audits (finance and compliance).</li> <li>-Ministry of Culture of the Generalitat of Catalonia.</li> <li>-Ministry of Foreign Affairs, Institutional Relations and Transparency of the Generalitat of Catalonia.</li> <li>-General Intervention Board of the Generalitat of Catalonia.</li> <li>-Accounts Receivership.</li> <li>-European and international audits according to project.</li> </ul>
Categories of third country recipients	<ul style="list-style-type: none"> <li>-Co-organizing institutions and bodies outside of the EU.</li> </ul>
Terms and conditions established for the suppression of different categories of data	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
Technical and organizational security measures	<ul style="list-style-type: none"> <li>- Those set forth in the security document.</li> <li>- Those of relevant application.</li> </ul>
Legitimation	<ul style="list-style-type: none"> <li>- Compliance with public interest mission.</li> </ul>

Media representatives



Purpose of processing	- Contact with the media associated with Institut Ramon Llull.
Categories of interested parties	- Media contact person.
Personal data categories	- Identification data - Employment data.
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the suppression 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.
Legitimation	- Consent of the interested party.

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 interested parties	- 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.
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the suppression of different categories of data	- The data of the persons representing public and private entities shall be kept permanently. The data of the natural persons acting on their own behalf can be deleted after a period of two years (DOGC 6627).
Technical and organizational security measures	- Those set forth in the security document.
Legitimation	- Compliance with public interest mission.



Document registration	
Purpose of processing	<ul style="list-style-type: none"> <li>- Keep a record of the inflow and outflow of documents.</li> <li>- Identification of senders or recipients.</li> <li>- Calculation of terms for the purposes of complying with the obligations established for each procedure.</li> <li>- Monitoring of actions.</li> <li>- Digitalization of paper documents.</li> </ul>
Categories of interested parties	- Senders or recipients of documents processed in the register, or their representatives.
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Transaction data.</li> <li>- Economic, tax, financial and insurance data.</li> <li>- Academic and professional data.</li> </ul>
Data for special categories	---
Recipient categories (transfer)	- Other public administrations to ensure the intercommunication and coordination of records.
Categories of third country recipients	---
Terms and conditions established for the suppression 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	<ul style="list-style-type: none"> <li>- Those set forth in the security document.</li> <li>- Those of relevant application.</li> </ul>
Legitimation	- Compliance with a legal obligation.

Access control	
Purpose of processing	<ul style="list-style-type: none"> <li>- Control of access to the Institut Ramon Llull offices.</li> <li>- Security.</li> <li>- Record of arrivals and departures of persons accessing the Institut Ramon Llull offices.</li> </ul>
Categories of interested parties	- Persons accessing the Institut Ramon Llull offices.
Personal data categories	<ul style="list-style-type: none"> <li>- Identification data.</li> <li>- Employment data.</li> </ul>
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the suppression of different categories of	- 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).



data	
Technical and organizational security measures	- Those set forth in the security document.
Legitimation	- Compliance with public interest mission.

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 interested parties	- Foreign natural persons wishing to negotiate with the IRL - Representatives of foreign companies wishing to negotiate with the IRL
Personal data categories	- Identification data.
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	. ---
Terms and conditions established for the suppression 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.
Legitimation	- Compliance with public interest mission.

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 interested parties	- Persons interested in receiving IRL bulletins.
Personal data categories	- Identification data.
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the	- The data shall be immediately deleted at the request of the interested party.



suppression of different categories of data	
Technical and organizational security measures	- Those set forth in the security document.
Legitimation	- Consent of the interested party.

Web services	
Purpose of processing	- Editing of web content
Categories of interested parties	- Persons interested in publishing content on the IRL website
Personal data categories	- Identification data.
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the suppression 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.
Legitimation	- Consent of the interested party.

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 interested parties	- 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	---
Categories of recipients of cessions	- 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	---



Timeframes stipulated for the erasure of the different categories of data	- The data shall be erased upon the request of the interested party immediately after their request.
Technical and organisational security measures	- Those provided for in the document on security measures.
Legitimation	- Consent of the interested person (art. 6.1.a GRDP).

Sending information	
Purpose of processing	- Sending of information on matters concerning the Institut Ramon Llull.
Categories of interested parties	- Persons interested in receiving information about the Institut Ramon Llull.
Personal data categories	- Identification data.
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the suppression 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.
Legitimation	- Consent of the interested party.

Institutional agenda	
Purpose of processing	- Organization of IRL institutional events - Processing of information for organizational and protocol purposes.
Categories of interested parties	- Institutional representatives. - Representatives of entities or companies - Individuals.
Personal data categories	- Identification data.
Data for special categories	---
Recipient categories (transfer)	---
Categories of third country recipients	---
Terms and conditions established for the suppression of different categories of	- The data shall be kept while the interested parties maintain their professional or representative status and do not request the deletion of data.



data	
Technical and organizational security measures	- Those set forth in the security document.
Legitimation	- Compliance with public interest mission.

Travel management	
Purpose of processing	- Mobility of cultural agents.
Categories of interested parties	-Cultural agents.
Personal data categories	-Identification data.
Data for special categories	---
Recipient categories (transfer)	- Insurance entities. - Companies that offer accommodation and travel services.
Categories of third country recipients	---
Terms and conditions established for the suppression 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.
Legitimation	- Compliance with public interest mission.



## APPENDIX. Personal data categories

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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, mother tongue, 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.