Personal data protection clause of the Service

	PERSONAL DATA PROTECTION
Data controller	University of Jaén Paraje Las Lagunillas, s/n Tel.953 212121 www.ujaen.es
Data Protection Officer (DPO)	*Email: dpo [arroba] ujaen [punto] es*
Purpose of processing	INTERNATIONAL MOBILITY.- Management of international mobility grants for students, teachers, and administrative staff of the University through the various cooperation programs with foreign centers VOLUNTARY WORK AND COOPERATION FOR DEVELOPMENT.- Management of requests for participation in programs, projects or volunteering and cooperation activities for the development of the University of Jaén, participation in processes for granting scholarships or aid related to them and offering you information related to these programs.
Retention period	*The data will be kept until the end of the relationship maintained with the university, and until compliance with legal obligations*
Legitimation	*The processing is necessary for compliance with legal obligations imposed on the University of Jaén in the general system of scholarships and grants for study of the State and its development by the Autonomous Community of Andalusia, in accordance with the provisions of the Law, as well as for the processing of the University of Jaén's own grants.* *Therefore, the person who owns the personal data that requests such grants is giving his or her consent for the processing of such data.*

Recipients of the data (assignments or transfers)

The data subject to processing in the procedures listed below are strictly necessary for this purpose, and may be transferred to banks and collaborating entities in order to manage the different grants and scholarships awarded, when necessary for the provision of the service, without prejudice to any other mandatory transfers provided for by law.

INTERNATIONAL MOBILITY/VOLUNTARY WORK AND COOPERATION FOR DEVELOPMENT.-Your data will not be transferred to third parties, except in the cases established by law or when it is necessary to satisfy the stated purpose and it is necessary to communicate your data to other foreign centres to manage the international mobility grant of which you are a beneficiary. In this case, by signing this document, you authorize the University of Jaén to communicate your data to the foreign centre where you will continue your studies whenever this is necessary.

Likewise, your data may be communicated to other students of the University, provided that you consent to this by checking the following box, in order to exchange the same details regarding your Erasmus stay abroad:

I authorize ? I do not authorize ? the communication of my contact details to other students of the University of Jaén in order to exchange information with them regarding my Erasmus stay abroad.

Rights

You may exercise the rights of Access, Rectification, Cancellation, Portability, Limitation of processing, Deletion or, where appropriate, Opposition. To exercise your rights, you must submit a letter to the address indicated above, addressed to the Information, Registration and Electronic Administration Service of the University of Jaén, or by email to the email address . You must specify which of these rights you request to be satisfied and, in turn, you must attach a photocopy of your ID or equivalent identification document. If you act through a legal or voluntary representative, you must also provide a document proving the representation and an identification document of the same.

Likewise, if you consider your right to the protection of personal data to have been violated, you may file a claim with the Transparency and Data Protection Council of Andalusia. www.ctpdandalucia.es