



REGISTRY OF PERSONAL DATA PROCESSING  
ACTIVITIES

**Regulation (EU) 2016/679 of the  
European Parliament and of the Council on the protection of  
natural persons with regard to the processing of personal  
data and on the free movement of such data**

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## 1. DATA CONTROLLER DETAILS

DATA CONTROLLER	
Name	CENTRO DE INVESTIGACIÓN BIOMÉDICA EN RED M.P.
Tax ID (NIF)	G85296226
Registered address	Calle Monforte de Lemos, 3-5; Pabellón 11; Planta baja, 28029 Madrid

## 2. DATA PROTECTION OFFICER

DATA PROTECTION OFFICER	
Name	Mr. Manuel
Surname	Sánchez Delgado
Address	Calle Monforte de Lemos, 3-5; Pabellón 11; Planta baja, 28029 Madrid
Email	gerencia@ciberisciii.es
Telephone number	91 171 81 00

### 3. INFORMATION ON PERSONAL DATA PROCESSING

Personnel Management	
Legal basis for processing	<ul style="list-style-type: none"> <li>• GDPR: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contact.</li> <li>• GDPR: 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject.</li> <li>• Law 30/1984, of 2 August, on the Measures for Civil Service Reform.</li> <li>• Legislative Royal Decree 5/2015, of 30 October, approving the Law on the Basic Statute of Public Servants.</li> <li>• Law 53/1984, of 26 December, on the Incompatibilities of the Personnel Serving Public Administrations.</li> <li>• Legislative Royal Decree 2/2015, of 23 October, approving the consolidated text of the Law on the Statute of Workers.</li> <li>• Law 3/2018, on Personal Data Protection and Guarantee of Digital Rights.</li> <li>• Organic Law 3/2007, of 22 March, for the Effective Equality between Women and Men.</li> <li>• Royal Decree-Law 6/2019, of 1 March, on the urgent measures for ensuring equal treatment and opportunities between women and men in matters of employment and occupation.</li> <li>• Law 31/1995, of 8 November, on Labour Risk Prevention.</li> <li>• Law 54/2003, of 12 December, on the Reform of the Labour Risk Regulatory Framework.</li> </ul>

	<ul style="list-style-type: none"> <li>Royal Decree 592/2014, of 11 July, regulating external academic internships of university students.</li> </ul>
Purpose for processing	<p>Human resources and payroll management. The intended uses are the following: Personnel engagement, follow-up, training and promotion; issuance of payslips, gathering of any products deriving from them and payment of said payslips. The specific purposes are the following:</p> <ul style="list-style-type: none"> <li>Personnel management</li> <li>Payroll management</li> <li>Personnel training</li> <li>Employment management and promotion</li> <li>Control of working hours</li> <li>Prevention of labour risks</li> </ul>
Categories of data subjects	<ul style="list-style-type: none"> <li>Employees on a group contract basis (<i>personal laboral</i>)</li> <li>Assigned personnel (<i>personal adscrito</i>)</li> </ul>
Categories of personal data	<ul style="list-style-type: none"> <li>Identifying data: Personal or tax ID (DNI/NIF), name and surname, address, email address, telephone number, photo, Social Security number.</li> <li>Data regarding personal characteristics: Age, marital status, date of birth, place of birth, gender, nationality.</li> <li>Academic and professional data: Training, qualifications, academic history, professional experience, professional body or association memberships.</li> <li>Data regarding employment details: Occupation, job function, entry/exit time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Financial and insurance data: Earnings, income, bank details, payroll financial data, payroll prepayments (credit), payroll withholdings following a court decision (where applicable), other withholdings (where applicable).</li> <li>• Data regarding transactions of goods and services: Severance pay.</li> </ul>
Special categories of personal data	<ul style="list-style-type: none"> <li>• Health-related data (sick leaves, occupational accidents and degree of disability, excluding diagnoses), union representative (if any), internal and third-party certificates of attendance.</li> </ul>
Assignees	<ul style="list-style-type: none"> <li>• Entity to which the management of labour risks is assigned.</li> <li>• Social Security Fund (Tesorería General de la Seguridad Social)</li> <li>• Financial institutions.</li> <li>• State Tax Administration Agency (Agencia Estatal de Administración Tributaria).</li> <li>• General Intervention Board of the State Administration (Intervención General de la Administración del Estado).</li> <li>• Court of Auditors (Tribunal de Cuentas).</li> </ul>
International data transfers	<ul style="list-style-type: none"> <li>• No international data transfers are foreseen.</li> </ul>
Time limits foreseen for the erasure of personal data	Data shall be retained for as long as it is necessary for the achievement of the purpose for which they were collected and the determination of any potential liabilities derived from said purpose and the processing of data. The provisions on archival and documentation regulations shall apply.

	The financial data of this processing activity shall be kept in accordance with the provisions of General Taxation Law 58/2003, of 17 December.
Safety technical and organisational measures	<ul style="list-style-type: none"> <li>• Safety measures are outlined in CIBER's Safety Manual.</li> </ul>

Recruitment	
Legal basis for processing	<ul style="list-style-type: none"> <li>• GDPR: 6.1.b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contact.</li> <li>• GDPR: 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject.</li> <li>• Legislative Royal Decree 5/2015, of 30 October, approving the Law on the Basic Statute of Public Servants.</li> <li>• Legislative Royal Decree 2/2015, of 23 October, approving the consolidated text of the Law on the Statute of Workers.</li> <li>• Organic Law 3/2007, of 22 March, for the Effective Equality between Women and Men.</li> <li>• Royal Decree-Law 6/2019, of 1 March, on the urgent measures for ensuring equal treatment and opportunities between women and men in matters of employment and occupation.</li> </ul>
Purpose for processing	<ul style="list-style-type: none"> <li>• Recruitment by means of public calls.</li> </ul>
Groups of data subjects	<ul style="list-style-type: none"> <li>• Candidates applying for a job under a recruitment process.</li> </ul>

Categories of personal data	<ul style="list-style-type: none"> <li>• Name and surname, personal ID (DNI)/tax ID (NIF)/identification document, personal registration number, address, signature and telephone number.</li> <li>• Special categories of personal data: health-related data (disabilities).</li> <li>• Data regarding personal characteristics. Gender, marital status, nationality, age, date and place of birth and family details.</li> <li>• Academic and professional data: Qualifications, training and professional experience.</li> <li>• Data regarding employment details.</li> </ul>
Assignees	<ul style="list-style-type: none"> <li>• General Directorate of Public Service (Dirección General de Función Pública).</li> </ul>
Data from publicly available sources	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Free and legitimate legal relationship	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
International data transfers	<ul style="list-style-type: none"> <li>• No international data transfers are foreseen.</li> </ul>
Time limits foreseen for the erasure of personal data	<ul style="list-style-type: none"> <li>• Data shall be retained for as long as it is necessary for the achievement of the purpose for which they were collected and the determination of any potential liabilities derived from said purpose and the processing of data. The provisions on archival and documentation regulations shall apply.</li> </ul>
Safety technical and organisational measures	<ul style="list-style-type: none"> <li>• Safety measures are outlined in CIBER's Safety Manual.</li> </ul>
International data transfers	<ul style="list-style-type: none"> <li>• There are no international data transfers to countries outside the European Economic Area.</li> </ul>

### Financial Administration and Management

Legal basis for processing	<ul style="list-style-type: none"> <li>• GDPR: 6.1.c) Processing is necessary for compliance with a legal obligation to which the controller is subject.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Legislative Royal Decree 2/2015, of 23 October, approving the consolidated text of the Law on the Statute of Workers.</li> <li>• Legislative Royal Decree 5/2015, of 30 October, approving the Law on the Basic Statute of Public Servants.</li> <li>• Law 9/2017, of 8 November, on Public Service Contracts.</li> <li>• General Budgetary Law 47/2003, of 26 November.</li> <li>• General Taxation Law 58/2003, of 17 December.</li> <li>• General Public Accounting Plan in connection with the first final provision of Law 16/2007, of 4 July.</li> <li>• Law 40/2015, of 1 October, on the Public Service Legal System.</li> <li>• Law 2/2011, of 4 March, on Sustainable Economy.</li> <li>• General Law 38/2003, of 17 November, on Subsidies.</li> </ul>
Purpose for processing	<ul style="list-style-type: none"> <li>• CIBER's financial management</li> </ul>
Groups of data subjects	<ul style="list-style-type: none"> <li>• Vendors, tenderers.</li> </ul>
Categories of personal data	<ul style="list-style-type: none"> <li>• Identifying data: name, surname, ID number, signature, telephone number, address and email address.</li> <li>• Data regarding employment details: job function.</li> <li>• Economic and financial data and insurance data: Bank details.</li> </ul>
Assignees	<ul style="list-style-type: none"> <li>• State Tax Administration Agency (Agencia Estatal de Administración Tributaria).</li> <li>• General Intervention Board of the State Administration (Intervención General de la Administración del Estado).</li> <li>• Court of Auditors (Tribunal de Cuentas).</li> <li>• State Platform for Contracts.</li> <li>• Public Registry of Contracts.</li> <li>• Financial institutions</li> </ul>
International data transfers	<ul style="list-style-type: none"> <li>• No international data transfers are foreseen.</li> </ul>

Time limits foreseen for the erasure of personal data	Data shall be retained for as long as it is necessary for the achievement of the purpose for which they were collected and the determination of any potential liabilities derived from said purpose and the processing of data, in accordance with General Taxation Law 58/2003, of 17 December, as well as for the periods of time provided for in archival and documentation regulations.
Safety technical and organisational measures	<ul style="list-style-type: none"> <li>• Outlined in the Safety Manual.</li> </ul>

<b>Promotion Activities</b>	
Legal basis for processing	<ul style="list-style-type: none"> <li>• GDPR: 6.1.e) Processing necessary for compliance with a public service mission or the exercise of public powers conferred to the data controller.</li> <li>• General Data Protection Regulation.</li> <li>• Organic Law 3/2018, of 5 December, on Personal Data Protection and Guarantee of Digital Rights.</li> </ul>
Purpose for processing	<ul style="list-style-type: none"> <li>• Registration and participation in CIBER events and activities and their dissemination.</li> </ul>
Groups of data subjects	<ul style="list-style-type: none"> <li>• Participants and attendees in CIBER events and activities.</li> </ul>
Categories of personal data	<ul style="list-style-type: none"> <li>• Identifying data: Name, surname, email address, telephone number.</li> </ul>
Categories of assignees	<ul style="list-style-type: none"> <li>• No assignments to third parties are foreseen, except in those cases specified by law.</li> </ul>
International data transfers	<ul style="list-style-type: none"> <li>• No international data transfers are foreseen.</li> </ul>
Time limits foreseen for the erasure of personal data	<ul style="list-style-type: none"> <li>• The personal data of individuals registered in activities and conferences shall be kept in the system indefinitely until the data subject requests erasure of data.</li> </ul>

Safety technical and organisational measures	<ul style="list-style-type: none"> <li>• Included in the Safety Manual.</li> </ul>
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<b>Donors</b>	
Legal basis for processing	GDPR: Article 6.1.b). Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contact.
Purpose for processing	<ul style="list-style-type: none"> <li>• Management of personal data of individuals who collaborate with CIBER by means of donations.</li> </ul>
Groups of data subjects	<ul style="list-style-type: none"> <li>• Donors</li> </ul>
Categories of personal data	<ul style="list-style-type: none"> <li>• Identifying data: Name and surname, ID number (DNI), address, telephone number, financial data.</li> </ul>
Categories of assignees	<ul style="list-style-type: none"> <li>• State Tax Administration Agency (Agencia Estatal de Administración Tributaria).</li> </ul>
International data transfers	<ul style="list-style-type: none"> <li>• No international data transfers to third countries are foreseen.</li> </ul>
Safety technical and organisational measures	<ul style="list-style-type: none"> <li>• Included in the Safety Manual.</li> </ul>

<b>Research</b>	
Legal basis for processing	<ul style="list-style-type: none"> <li>• GDPR: Art. 6.1.a) of GDPR. Data subject's consent.</li> <li>• Law 14/2011, of 1 June, on Science, Technology and Innovation.</li> <li>• Law 14/2007, of 3 July, on Biomedical Research.</li> <li>• Royal Decree 1090/2015, of 4 December, regulating clinical trials with medicinal products, Ethics Committees of research with medicinal products, and the Spanish Registry of Clinical Studies.</li> <li>• Law 2/2011, of 4 March, on Sustainable Economy.</li> </ul>

Purpose for processing	<ul style="list-style-type: none"> <li>Management of the personal data of participants in clinical trials, research projects and epidemiological studies.</li> </ul>
Groups of data subjects	<ul style="list-style-type: none"> <li>Individuals taking part on a voluntary basis in research projects, clinical trials or epidemiological studies.</li> </ul>
Categories of personal data	<ul style="list-style-type: none"> <li>Identifying data: Name, surname, address, ID number (DNI), address, telephone number, signature, Social Security number.</li> </ul>
Special categories of personal data	<ul style="list-style-type: none"> <li>Health</li> </ul>
Categories of assignees	<ul style="list-style-type: none"> <li>Research entities and public bodies.</li> </ul>
International data transfers	<ul style="list-style-type: none"> <li>No international data transfers are foreseen.</li> </ul>
Time limits foreseen for the erasure of personal data	<ul style="list-style-type: none"> <li>A minimum period of five years from the date of data collection, after which the data subject may request cancellation of data. Without the data subject's request, data shall be retained for as long as it is necessary in order to preserve his/her health and the health of related third parties. Apart from these cases, data shall only be kept for research purposes in an anonymised form in order to make identification impossible.</li> </ul>
Safety technical and organisational measures	<ul style="list-style-type: none"> <li>Outlined in the Safety Manual.</li> </ul>

Biosamples	
Legal basis for processing	<ul style="list-style-type: none"> <li>GDPR: Art. 6.1.a) of GDPR. Data subject's consent.</li> <li>Law 14/2007, of 3 July, on Biomedical Research.</li> <li>Royal Decree 1716/2011, of 18 November, establishing the basic requirements for the authorisation and functioning of biobanks for biomedical research purposes and the processing of human biosamples, and regulating the functioning and organisation of the National Registry of Biobanks for biomedical research.</li> </ul>

	<ul style="list-style-type: none"> <li>• Law 2/2011, of 4 March, on Sustainable Economy.</li> </ul>
Purpose for processing	<ul style="list-style-type: none"> <li>• Management of the quality, use, safety and traceability of data and human biosamples stored in biobanks for the conduct of research projects.</li> </ul>
Categories of data subjects	<ul style="list-style-type: none"> <li>• Individuals who donate samples</li> </ul>
Categories of personal data	<ul style="list-style-type: none"> <li>• Data regarding health, racial or ethnic origin, and sex life. Name and surname, ID number (DNI), address, telephone number, Social Security or mutual insurance number. Data regarding personal characteristics and social circumstances.</li> </ul>
Special categories of personal data	<ul style="list-style-type: none"> <li>• Health-related data.</li> </ul>
Categories of assignees	<ul style="list-style-type: none"> <li>• Institutions or biobanks conducting research projects.</li> </ul>
International data transfers	<ul style="list-style-type: none"> <li>• No international data transfers are foreseen.</li> </ul>
Time limits foreseen for the erasure of personal data	<ul style="list-style-type: none"> <li>• A minimum period of five years from the date of data collection, after which the data subject may request cancellation of data. Without the data subject's request, data shall be retained for as long as it is necessary in order to preserve his/her health and the health of related third parties. Apart from these cases, data shall only be retained for biomedical research purposes in an anonymised form in order to make identification impossible.</li> </ul>
Safety technical and organisational measures	<ul style="list-style-type: none"> <li>• Outlined in the Safety Manual.</li> </ul>