

I. CONFIDENTIALITY CLAUSE

The IEEC employee undertakes to maintain the duty of secrecy regarding any personal data to which they have access under this employment contract, even after the contract has ended.

They also expressly undertake to follow IEEC's instructions and comply with the security measures under the National Security Framework, of which IEEC must inform them. Specifically, on 25 January 2025, IEEC adopted in full Public Service Instruction 8/2020 of 24 November on the use of information and communication technologies in the Administration of the Generalitat de Catalunya.

Instruction 8/2020 establishes the premise that the information or data used by staff in the course of their professional activities is confidential. It also covers the rules governing the use of ICT; the use of credentials for accessing information; the use of digital devices and information; software configuration, installation and use; internet access; the use of digital communication tools; the use of the digital certificate that IEEC makes available to staff; the use of collaborative tools; the use of ICT by external personnel; and the monitoring and supervision of ICT use, among other matters. The employee declares that they have read the aforementioned Instruction and acknowledge its contents.

II. INFORMATION ON THE PROCESSING OF PERSONAL DATA

In relation to the processing of the personal data of the persons signing this contract, and particularly the processing of the employee's data, the information required by the GDPR¹ and the LOPDGDD² is provided below.

Data controller	Fundació Institut d'Estudis Espacials de Catalunya (IEEC) Address: Esteve Terradas 1, RDIT Building, Office 212 Parc Mediterrani de la Tecnologia (PMT), Campus del Baix Llobregat – UPC 08860 Castelldefels (Barcelona) Telephone: +34 93 280 2088 Contact email: protecciodedades@ieec.cat
Data Protection Officer	Joana Judas dpd.recercauniversitats@gencat.cat
Purpose of processing	To manage IEEC staff: personnel file management, recruitment, appointments, payroll and salary supplement management, allowances, staff travel, management and monitoring of compliance with working hours, length of service, absences, leave and authorised time off, holidays, occupational risk prevention, investigation of workplace accidents and occupational diseases, insurance management, social assistance and benefits, administrative or employment status, social security, disciplinary matters, training, management of administrative and judicial proceedings, management of communication services and production of statistics.

¹ GDPR: Regulation (EU) No 2016/679 of the European Parliament and of the Council of 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 repealing Directive 95/46/EC (General Data Protection Regulation).

² LOPDGDD: Organic Law 3/2018 of 5 December on the protection of personal data and the guarantee of digital rights.

Legal basis	Contract (Article 6(1)(b) GDPR). Compliance with legal obligations (Article 6(1)(c) GDPR). Performance of a task in the public interest (Article 6(1)(e) GDPR). Compliance with obligations in the field of employment law (Article 9(2)(b) GDPR).
Recipients	Tax Administration Social Security Treasury Banks and savings banks State Public Employment Service (Ministry of Labour) Mutual insurance associations collaborating with Social Security Department of Enterprise and Employment (Law 31/1995 of 8 November on occupational risk prevention) Consortium for Labour and Social Security Inspection of Catalonia Courts and tribunals Other parties to judicial proceedings Insurance companies External occupational risk prevention services Employment and/or legal management and advisory services External auditing services Travel agencies Also, persons accessing the data under the principle of proactive disclosure provided for in Law 19/2014 of 29 December on transparency, access to public information and good governance.
Individuals' rights	You may access your data, request its rectification or erasure, object to its processing and request restriction of processing, in person, by submitting your request to the IEEC address specified in the data controller section of this information rights clause (you must clearly indicate which right you are exercising).
Data retention period	Administrative personnel records, payroll and salary supplement management, compensation for service-related expenses, length of service, administrative and employment status: permanent retention. Management of the working calendar and holidays: one year from the end of the calendar year in which they occurred. Social assistance and benefits: six years. Occupational risk prevention, investigation of workplace accidents and occupational diseases, insurance management: five years (Law 31/1995 of 8 November on occupational risk prevention). Training: six years. Working time records: four years.
Complaints	If you consider that your rights have not been adequately addressed, you have the right to submit a prior complaint to IEEC's Data Protection Officer (dpd.recercauniversitats@gencat.cat). This complaint must be resolved within a maximum of 2 months from its receipt. You may also submit a complaint to the Catalan Data Protection Authority through the Authority's electronic office

(https://apdcat.gencat.cat/ca/seu_electronica) or by non-electronic means at Gran Via de les Corts Catalanes, 635, 1st floor, 08010 Barcelona.

Furthermore, in compliance with transparency legislation (Article 70(4) of Decree 8/2021 of 9 February on transparency and the right of access to public information), the IEEC employee is informed that their purely identifying personal data, directly linked to IEEC's organisation, operation or public activities (first name and surnames, position or post held, duties performed, work telephone number and postal and email addresses), may be disclosed or transferred in accordance with legislation on transparency and the right of access to public information, without the need to notify them of an information access request containing the aforementioned data. In this regard, you are advised of your right to object if you provide grounds demonstrating that the particular harm which the transfer or disclosure of the data may cause to your right to data protection, or to other constitutionally protected rights, takes precedence.

In witness of their agreement, the parties sign this annex in Castelldefels, in February 2025.

IEEC^R
Firmado digitalmente
por Pilar Montes Marbà
- DNI 46122149L (AUT)
Fecha: 2025.02.10
12:46:38 +01'00'

Employee

Pilar Montes Marbà
Director of the Management Area
/ Manager


Digitally signed by
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RIBAS (R: G61051710)
Date: 2025.02.10
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Ignasi Ribas Canudas
IEEC Director