Asociación Centro de Investigación Cooperativa en Biomateriales - CIC biomaGUNE - Inscrita en el Registro de Asociaciones del Gobierno Vasco con fecha 12 de febrero de 2003 y n.º AS/G/10345/2003 - CIF.: G-20788840

This Privacy Policy (hereinafter, the "**PRIVACY POLICY**") generally regulates the collection and processing by ASOCIACIÓN CENTRO DE INVESTIGACIÓN COOPERATIVA EN BIOMATERIALES –CIC biomaGUNE (hereinafter, "**CIC biomaGUNE**") of the personal data you provide to us as a user of the website accessible through the domain name www.cicbiomagune.es (hereinafter, the "**WEBSITE**"), including the blog, social media, Newsletter or any other services or functions available at any time on the WEBSITE. All notwithstanding the specific provisions established in certain sections, forms or services available on the WEBSITE with the purpose of providing you with the pertinent information and, where appropriate, obtaining your consent.

CIC biomaGUNE reserves the right to make changes to its PRIVACY POLICY in order to bring it into line with new features in legislation, case and/or administrative law, and to the practices it develops at any time via the WEBSITE, always taking account of your rights and interests.

In any event, **CIC biomaGUNE** will provide you with the adequate technical resources in order that you may access and read the PRIVACY POLICY in order to duly comply with our duty to inform under the applicable data protection regulation.

1. Who is Responsible for Processing your data?

The body Responsible for Processing your data is ASOCIACIÓN CENTRO DE INVESTIGACIÓN COOPERATIVA EN BIOMATERIALES – CIC biomaGUNE (hereinafter, "**CIC biomaGUNE**"), which has its address at Paseo Miramón 182, Edificio Empresarial C, Parque Científico y Tecnológico de Gipuzkoa, in Donostia-San Sebastián (Gipuzkoa), entered on the Register of Associations with number AS/G/10345/2003 and Tax Code G-20788840.

For any matters relating to the PRIVACY POLICY and/or to the processing of your personal data, you can contact us at the above-mentioned postal address or by writing to the email gdpr@cicbiomagune.es.

2. How have we obtained your data?

The data we process at CIC biomaGUNE have been obtained from you, through (i) the different forms you choose to complete while browsing the WEBSITE (e.g. registering as a WEBSITE user, contact forms, forms referring to job vacancies and/or recruitment processes, etc); or (ii) an email sent with a query.

In the event that the personal data provided were to belong to a third party, you must guarantee that you have informed said third party of our PRIVACY POLICY and that you have their authorisation to provide their data to CIC biomaGUNE for the purposes explained below.

We also inform you that your social media data may be processed through the corporate profiles made available by CIC biomaGUNE in each of the social media in which it is present, all in the terms and conditions established by each social network.

3. What type of data do we process?

The data processed by CIC biomaGUNE are those which you have provided to us via the forms we use to formalise our contact with you and/or by email, as well as others which we could, where appropriate, obtain through the CIC biomaGUNE corporate profiles on the social media in which we are present.

CIC biomaGUNE particularly processes the following categories of data, depending on the use you make of the WEBSITE:

- Identification and contact data (e.g. name, surname/s, ID card number, postal and email address, telephone no., etc.).
- Internet browsing data (e.g. IP address, website visits, WiFi connections, etc.).
- Personal data, education level, employee, etc. (when you are part of recruitment process)

4. For what purpose do we process your data and with what authority?

Your personal data are processed for the following purposes:

- To process and manage your registration as a user, whenever possible, and each of the services requested by you.
- To process and manage information requests, suggestions, complaints and claims made by you via the WEBSITE or email.
- To process and manage the contracting and providing of products and services which, where appropriate, you procure from CIC biomaGUNE via the WEBSITE.
- To send you, by different means, including electronic, commercial communications and advertising from CIC biomaGUNE and from other entities in the group of which CIC biomaGUNE is a part with respect to products, services, offers, promotions and any other relevant information related to said entities, provided that you have given your consent for us to do so.
- To manage your subscription to our *newsletter* and to send you the corresponding communications, provided that you have given your consent for us to do so.
- To process and manage candidatures as part of a job application
- To store and process candidate data in order to inform you about future job opportunities at CIC biomaGUNE that may match your professional profile, provided that you have given your consent for us to do so.

The processing of your personal data by CIC biomaGUNE, according to applicable regulations, is based on your consent, given at the moment of capturing the personal data you voluntarily provide through the mechanisms made available for this purpose on the WEBSITE.

We remind you that you can, at any time, freely withdraw your consent, at no cost to yourself, in the terms indicated in Section 7 of this document.

5. To whom do we disclose your data?

Other than situations where CIC biomaGUNE is legally compelled to disclose them (e.g. by the Tax or Legal Authorities or other Public Administrations), your data will not be disclosed to third party entities.

No international transfer of your data is envisaged.

6. For how long will we keep your data?

Generally speaking, CIC biomaGUNE will keep your personal data as long as you have not withdrawn your consent for their processing or requested their deletion, and for the time necessary to fulfil the legal obligations that CIC biomaGUNE is compelled to observe.

In any event, we inform you that CIC biomaGUNE has internal policies in place for clearing data. This system is used to control the time for which personal data in its possession is kept and means that such data may be cancelled when they are no longer necessary and/or suitable for the purpose for which they were collected.

7. What are your rights?

The applicable data protection regulation gives you a series of rights with respect to your personal data which you are free to exercise. Said rights are explained below:

- Access to your data: you have the right to access your data in order to obtain confirmation regarding which of your personal data we are processing.
- Request the rectification or deletion of your data: in certain circumstances, you have the right to rectify inexact personal data which concern you and are processed by us; or, even, to request their deletion when, among other reasons, such data are no longer required for the purpose for which they were collected.
- Request restriction of the processing of your data: in certain circumstances, you have the right to ask that we restrict the processing of your data, in which case we inform you that we will only keep them to execute or defend complaints as envisaged by the applicable data protection regulation.
- Data portability: in certain circumstances, you have the right to receive the personal data concerning you, and which you have provided to us, in a structured, commonly used and machine readable format, and to transfer them to another data controller.
- Object to the processing of your data: in certain circumstances, and for grounds relating to your particular situation, you have the right to object to the processing of your data, in which case we would stop processing them unless they must be kept for compelling legitimate grounds, or to exercise or defend potential claims.

You also have the right to withdraw your consent at any time, without this affecting the lawful nature of data processing carried out based on your consent prior to their withdrawal.

You can exercise your rights by sending a written request to CIC biomaGUNE, at the postal address indicated in Section 1 or by sending an email to gdpr@cicbiomagune.es.

Finally, note that you can submit a complaint to the competent Control Agency (in Spain, the Spanish Data Protection Agency), particularly when you have not obtained satisfaction in the exercising of your rights. You can contact the said Authority via its website: www.agpd.es

8. Security measures

CIC biomaGUNE will at all times process your data with complete confidentiality, observing its duty of secrecy according to the stipulations of the applicable data protection regulation. It will take all of the necessary technical and organisational steps to guarantee the security of your data and prevent their unauthorised alteration, loss, processing or access, taking account of the status of technology, the nature of the data stored and the risks to which they are exposed.

9. Cookies policy

We also inform you that CIC biomaGUNE has a Cookies Policy which can be consulted via the following link.