

ACTIVITIES RECORD OF PROCESSING

Identification of the data controller

Name: IMDEA WATER FOUNDATION

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HUMAN RESOURCES MANAGEMENT

Legal basis	GDPR: 6.1.b) Processing necessary for the performance of a contract to which the data subject is a party or for pre-contractual measures requested by the data subject. GDPR: 6.1.c) Processing necessary for compliance with a legal obligation to which the data controller is subject. Royal Legislative Decree 2/2015, of October 23, which approves the consolidated text of the Workers' Statute Law. Law 58/2003, of December 17, General Tax Law. Royal Legislative Decree 8/2015, of October 30, which approves the consolidated text of the General Law of Social Security Law 31/1995, of November 8, on Occupational Risk Prevention Law 38/2003, of November 17, General Subsidies Article 6.1a) of the GDPR. Consent for purposes not related to the contract execution.
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Purposes of processing	Management of employee payroll and their associated products, as well as withholdings tax withholdings, social security, time tracking, absenteeism control, absenteeism, time tracking, human resources administration, human resources, occupational risk prevention, training and performance evaluation.
Groups	Hired personnel
Data categories	Name and surname, ID, Social Security/Mutuality number, address, signature, image, phone, email. Special categories of data: health data (sick leaves, due to illness, work accidents and degree of disability), absence justifications. Personal characteristics data: date and place of birth, marital status, gender, age, nationality. Social circumstances data: Date of joining and leaving, permits and authorizations. Academic data and training courses (accreditation through diplomas and certificates). Attendance control data: entry/exit date and time, reason for absence. Economic-financial data: Payroll economic data, bank details, insurance and pension plan data. Data related to the job position held (category, function, seniority, remuneration, employee history).
Recipient categories General Treasury of Social Security.	State Tax Administration Agency. State Public Employment Service. Banking entities. General Directorate of Research and Innovation Technology of the Ministry of Education, Science and Universities of the Community of Madrid. Audit Office and Ministry of Finance of the Community of Madrid. Granting entities, public or private, of national or international character for the purposes of expense justification or hiring. Occupational accident mutual insurance.

	Insurance entities. External Prevention Service. Companies dedicated to transport or accommodation. Entities organizing conferences or seminars. Spanish Patent and Trademark Office and/or the European Patent Office. Madroño Consortium for library cooperation. Publication of professional contact data and image on the IMDEA AGUA website.
Transfers	No international transfers of data are planned. In the case of research stays in other countries, the exception established in Article 49(c) of the GDPR applies.
Retention period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine possible liabilities that may arise from said purpose and from the processing of the data. Employment data will be kept in accordance with the provisions of Royal Legislative Decree 5/2000, of August 4, which approves the revised text of the Law on Infractions and Sanctions in the Social Order. Those related to risk prevention will be kept as provided in Law 31/1995, of November 8, on the Prevention of Occupational Risks. Economic data will be kept in accordance with the provisions of Law 58/2003, of December 17, General Tax Law and Law 38/2003, of November 17, General Law on Subsidies.
Security measures	The security measures implemented correspond, as applicable to public sector foundations, to those provided in Annex II (Security Measures) of Royal Decree 311/2022, of May 3, which regulates the

STAFF SELECTION

Legal basis	GDPR: 6.1.b) Processing necessary for the performance of a contract to which the data subject is party or for
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	the application at the request of these measures pre-contractual. GDPR: 6.1.a) Consent for processing of personal data for one or more specified purposes.
Purposes of the processing	Management of resumes received, with the aim to assess your profile to fill the vacancies in administration or research.
Groups	Candidates for the offered positions.
Categories of data	Identifying data: First and last name, ID number, address, phone, email, signature. Data on personal characteristics: sex, age. Data on social circumstances: driving license permission to drive. Academic data and training courses. Professional data relating to your experience previous.
Recipients categories Selection	Committee.
Transfers international data.	No international transfers are planned of the data.
Retention period	Will be kept for the period necessary to fulfill the purpose for which they were collected and to determine possible responsibilities that may derive from such purpose and from the processing of data. The period will determine the period during which the process can be audited by the organization funding the project to which the refers to the vacancy the candidate is applying for.
Security measures	The implemented security measures are correspond to what is applicable to the foundations of the public sector with those provided in the Annex II (Security Measures) of Royal Decree 311/2022, of 3 May, by which Regulation is issued National Security Framework in the field of the Electronic Administration, and in accordance with the risk analysis carried out.

MANAGEMENT OF CURRICULAR PRACTICES CARRIED OUT BY STUDENTS AND RESEARCH STAYS

Legal basis	GDPR: 6.1.b) Processing necessary for the performance of a contract to which the data subject is a party or for the application at their request of measures pre-contractual.
Purposes of processing	Management and monitoring of curricular internships carried out by students at IMDEA AGUA, as well as as research stays, by virtue of agreements signed with the Universities and centers of origin.

Groups	Students in curricular internships and placements of research.
Categories of data	First and last names, ID, address, phone, email electronic, signature. Academic data and training courses.
Categories of recipients Transfers	of an assessment of the development of the practices to the training center with which the practices agreement has been formalized.
Transfers international data.	International transfers are not planned of the data.
Retention period	They will be kept for as long as necessary to fulfill the purpose for which they were collected and to determine any possible responsibilities that may arise from such purpose and from the processing of the data; in any case they will be kept for a period of three years from when the internships ended the internships.
Security measures	The security measures implemented are in line with what is applicable to the public sector foundations with those provided in the Annex II (Security Measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Framework in the field of Electronic Administration, and in accordance with the risk analysis carried out.

PARTICIPATION OF OWN OR EXTERNAL RESEARCHERS AND COLLABORATORS IN PROJECTS AND RESEARCH NETWORKS

Legal basis	GDPR: 6.1.b) Processing necessary for the performance of a contract to which the data subject is a party or for the application at the request of this of measures pre-contractual. GDPR: 6.1.c) Necessary processing for the fulfillment of a legal obligation applicable to the controller of processing.
Purposes of the processing	Management of the data necessary for the signing of agreements for the creation of Research Groups and the obtaining of aid and funding from bodies official bodies.
Collectives	Own and associated researchers.
Categories of data	Name and surname, ID card, signature, image. Academic data and training courses. Professional data relating to your experience previous.
Categories of recipients General	Directorate for Research and Innovation Technological of the Department of Education, Science and Universities of the Community of Madrid.

	National and EU bodies funding the activities of IMDEA AGUA. Court of Accounts and the Department of Finance of the Community of Madrid. Spanish Patent and Trademark Office and/or the European Patent Office. Madroño Consortium to facilitate access to bibliography. Publication of professional contact details and image on the IMDEA AGUA website.
International transfers	No international data transfers are planned. In case of research stays in other countries, the exception established in Article 49(c) of the GDPR applies.
Deletion period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine any responsibilities that may arise from that purpose and data processing. Project-related data will be retained in accordance with the provisions of Law 38/2003, of November 17, General Subventions Law.
Security measures	The implemented security measures correspond, as far as applicable to public sector foundations, to those provided in Annex II (Security Measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Scheme in the Electronic Administration scope, and in accordance with the risk analysis performed.

SUPPLIER MANAGEMENT

Legal basis	GDPR: 6.1.b) Processing necessary for the execution of a contract to which the data subject is a party or for the application at the request of the data subject of pre-contractual measures. GDPR: 6.1.c) Processing necessary for compliance with a legal obligation to the controller. Law 58/2003, of December 17, General Tax Law. Law 38/2003, of November 17, General Subsidies Law. Article 6.1(f) of the GDPR. Processing necessary for the purposes of the legitimate interests pursued by the
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	the data controller. The legitimate interest of the Foundation to maintain the relationship with its suppliers through contact persons or representatives, from which only professional or identifying contact details are processed. professional or identifying contact data. Organic Law 3/2018, of December 5, on Protection of Personal Data and guarantee of the digital rights.
Purposes of the processing	Commercial management of suppliers, offers, orders, invoice receipt, making payments, information tax for the treasury and statistics.
Groups	Business people and professionals, contact persons of companies and legal representatives.
Categories of data	First and last names, ID, address, telephone, email electronic, signature. Banking entity data and current account for the payment of the contracted products and services. Data relating to the position held by the contact person of a company. the company's contact person occupies. Commercial information. Data of transactions of goods and services (contracts, proposals, orders, invoices).
Categories of recipients Tax Agency.	Banking entities. General Directorate of Research and Innovation Technological of the Department of Education, Science and Universities of the Community of Madrid. Public funding entities for projects national and European. Publication of contracting data on the Public Procurement Portal of the Community of Madrid. Public Contracting of the Community of Madrid.
Transfers international	International transfers are not planned of the data.
Retention period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine possible liabilities that may arise from such purpose and from the processing of data. Economic data will be kept in accordance with the provisions of Law 58/2003, of 17 December, General Tax on Subscriptions and Law 38/2003, of 17 November, General Subsidies.
Security measures	The implemented security measures are correspond to what is applicable to the

	foundations of the public sector with those provided in the Annex II (Security Measures) of the Royal Decree 311/2022, of May 3, which regulates the National Security Framework in the scope of the Electronic Administration, and in accordance with the risk analysis carried out.
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CLIENT MANAGEMENT

Legal basis	GDPR: 6.1.b) Processing necessary for the execution of a contract to which the data subject is a party or for the application at their request of measures pre-contractual. GDPR: 6.1.c) Processing necessary for the compliance with a legal obligation applicable to the data controller. Law 58/2003, of December 17, General Tax Law. Law 38/2003, of November 17, General of Subsidies. Article 6.1f) of the GDPR. Processing necessary for the pursuit of legitimate interests pursued by the data controller. The lawful interest of the Foundation in maintaining the relationship with its clients through contact persons or representatives, of whom only professional or identifying contact data are processed contact data or identifying data. Organic Law 3/2018, of December 5, on Protection of Personal Data and guarantee of the digital rights.
Purposes of processing	Commercial management of clients, offers, proposals, issuance of invoices, collection management, information for Tax Authority and statistics.
Groups	Entrepreneurs and professionals, contact persons of companies and legal representatives.
Categories of data	First and last names, ID, address, phone, email electronic, signature. Bank account details and account number for charging in the case of billing. Data related to the job position held by the contact person at a company. held by the company's contact person. Commercial information. Data of transactions of goods and services (contracts, proposals, offers, invoices).
Categories of recipients	Tax Agency (Spanish State Agency of Tax Administration).

	Banking entities.
Transfers international	There are no planned international transfers of the data.
Retention period	They will be kept for as long as necessary to fulfill the purpose for which they were collected and to determine potential liabilities that may arise from such purpose and from the processing of the data. Economic data will be kept in accordance with the provisions of Law 58/2003, of December 17, General Tax Law.
Security measures	The security measures implemented are correspond to what is applicable to the public sector foundations with those provided in the Annex II (Security measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Scheme in the field of the Electronic Administration, and in accordance with the risk analysis carried out.

MANAGEMENT OF THE PARTICIPATION OF BOARD MEMBERS AND THE SCIENTIFIC COUNCIL IN THE GOVERNING BODIES AND REPRESENTATION OF THE FOUNDATION

Legal basis	GDPR: 6.1.c) Processing necessary for the compliance with a legal obligation applicable to the data controller. Law 1/1998, of March 2, on Foundations of the Community of Madrid. Article 6.1f) of the GDPR. Processing necessary for the satisfaction of legitimate interests pursued by the data controller. The legitimate interest of the Foundation in promoting the participation of the members of its organs and guaranteeing the transparency following the acceptance of the position.
Purposes of processing	Management of the data of members of governing bodies the Foundation in relation to the associated functions in their charge and the allowances derived from their exercise or collaborations.
Groups	Members of the governing bodies and representation of the Foundation.
Categories of data	Name and surname, ID, passport no., signature, image. Personal data: nationality. Data related to the job position and the professional background.

	Data of the banking entity and current account.
Categories of recipients Tax Agency of the State Agency for Tax Administration.	Mercantile Registry. Notary for the elevation to public of the agreements adopted. Registry of Foundations. Transport and hospitality companies.
Transfers international	No international transfers are planned of the data.
Retention period	They shall be kept for as long as necessary to fulfill the purpose for which they were collected and to determine possible liabilities that may arise from such purpose and from the processing of the data. Once the relationship with the Foundation ends, the data relating to the position on the webpage will be removed. relating to the position on the webpage. The data related to the activity of the Foundation will be kept in accordance with the requirements of Law 1/1998, of March 2, on Foundations of the Community of Madrid. Financial data will be kept in accordance with what is established in Law 58/2003, of 17 of the December, General Tax Law and Law 38/2003, of 17 of November, General Subsidies.
Security measures	The security measures implemented are correspond to, as applicable, to the foundations of the public sector with those provided in the Annex II (Security measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Framework in the scope of the Electronic Administration, and in accordance with the risk analysis performed.

VIDEO SURVEILLANCE

Legal basis	GDPR: 6.1.e) Necessary processing for fulfillment of a mission carried out in the public interest public. Maintain security in the facilities. Organic Law 3/2018, of December 5, on Protection of Personal Data and guarantee of digital rights.
Purposes of the processing	Management of images captured by video cameras in order to ensure security and control access to the building.
Groups	People who access the facilities.
Categories of data	Image.

Recipients categories Security forces or Judges and Courts in case of complaint or request.	
Transfers international	International transfers are not foreseen of the data.
Retention period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine possible liabilities that may derive from that purpose and from the processing of the data. In general, they will be kept for one month from when it occurred the collection.
Security measures	The security measures implemented are to the extent applicable to the public sector foundations with those provided in the Annex II (Security measures) of the Royal Decree 311/2022, of May 3, which regulates the National Security Scheme in the field of the Electronic Administration, and in accordance with the risk analysis carried out.

ACCESS CONTROL TO THE FACILITIES

Legal basis	GDPR: 6.1.e) Processing necessary for the compliance with a mission carried out in the public interest public: to maintain security in the facilities. GDPR: 6.1b) of the GDPR. The execution of a contract of work or research agreement or internships.
Purposes of processing	Keep a register of identifying data of people present in the facilities of the Institute for security reasons.
Groups	People who access the facilities, visitors, couriers, suppliers or contract staff. Personnel and researchers to control access to the building and laboratories.
Categories of data	ID/Tax ID, full name, signature. Data of the company or entity to which the visitor belongs.
Categories of recipients. Data transfers	transfers are not foreseen.
Transfers international data.	International transfers are not foreseen of the data.
Retention period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine potential responsibilities that may derive from such purposes and the processing of the data. In general, they will be kept for one month from when the collection occurred.
Security measures	The security measures implemented are corresponding, as applicable, to the public sector foundations with those provided in the Annex II (Security Measures) of the Royal Decree

	311/2022, of May 3, which regulates the National Security Framework in the field of the Electronic Administration, and in accordance with the risk analysis conducted.
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CONTACTS AND APPLICANTS

Legal basis	GDPR: 6.1.f) Processing necessary for the satisfaction of legitimate interests pursued by the controller. Maintenance of the institutional contact and handling of requests. GDPR: 6.1.c) Processing necessary for the compliance with a legal obligation applicable to the controller. Law 19/2013, of December 9, on transparency, access to public information and good governance.
Purposes of processing	Management of data derived from handling of requests received via the contact email address or through the exercise of the right of access to the public information on the website.
Groups	Natural persons who contact the institution or exercise their right of access to public information.
Categories of data	First and last names, email address. Data related to the request.
Categories of recipients	No transfers of data are foreseen.
Transfers international	International transfers are not planned for the of the data.
Deletion period	They will be kept for as long as necessary to fulfill the purpose for which they were collected to determine the possible responsibilities that could derive from said purpose and from the processing of the data. Institutional contact details are kept while the person remains in the position. The ones received through the contact email are deleted once the request has been addressed if no other type of relationship or interest arising from it. Those relating to requests to exercise the right of access to public information will be kept in accordance with the provisions of Law 19/2013, of December 9, on transparency, access to public information and good governance.
Security measures	The security measures implemented are in line with what is applicable to the foundations of the public sector with those provided in the Annex II (Security measures) of the Royal Decree 311/2022, of May 3, which regulates the

	National Security Framework in the field of Electronic Administration, and in accordance with the risk analysis carried out.
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PHOTOGRAPHIC ARCHIVE

Legal basis	GDPR: 6.1.a) consent of the data subject. In the case of minors there will be explicit consent provided by their parents or guardians. GDPR: 6.1.f) legitimate interest of the Foundation in disseminating science, innovation and development technology in accordance with its founding purposes, as long as they do not compromise the interests of the people who participate in our activities.
Purposes of processing	Maintain a graphical record of activities and events of the Institute as well as promoting the image and visibility of research, development technology and innovation in its areas of research.
Groups	Staff, researchers, visitors and those participate in Institute activities and events.
Categories of data	Image. First and last names of minors and first and last names and ID of their parents or guardians in order to obtain their consent.
Recipients categories	Some photographs are published on the Institute's website and on the social networks where they participate: Facebook, Twitter, Instagram or YouTube.
Transfers international	No international transfers are planned of the data, without prejudice to the indicated publication.
Retention period	They will be kept in the IMDEA photographic archive WATER with a historical character, therefore they will not be deleted; however, the images are not tagged, so they are not directly associated with the name or other identifying data. The information on the website is updated promptly.
Security measures	The implemented security measures are applicable to the foundations of the public sector with those provided in the Annex II (Security Measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Framework in the field of the Electronic Administration, and in accordance with the risk analysis carried out.

LABORATORY VIDEO SURVEILLANCE

Legal basis	Article 6.1(f) of the GDPR. The legitimate interest of the Institute to ensure proper operation of the equipment and the results of the investigations for which they are used.
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	Organic Law 3/2018, of December 5, on Protection of Personal Data and guarantee of the digital rights.
Purposes of processing	Management of images captured by the video camera installed in the laboratory for the monitoring of equipment to prevent leaks.
Groups	Researchers handling the equipment.
Categories of data	Image.
Categories of recipients	No assignments are made.
Transfers international	No international transfers are planned of the data.
Retention period	No recordings of the images are made.
Security measures	The implemented security measures are correspond to what is applicable to the public sector foundations with those provided in the Annex II (Security measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Framework in the scope of the Electronic Administration, and in accordance with the risk analysis conducted.

EXERCISE OF RIGHTS BY INTERESTED PARTIES

Legal basis	GDPR: 6.1.c) Processing necessary for the fulfillment of a legal obligation applicable to the controller of the processing. Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, relating to the protection of natural persons with regard to the processing of personal data and the free circulation of these data.
Purposes of the processing	Handle requests to exercise rights that are established by the General Data Protection Regulation Data and proceed to its response
Groups	Natural persons who exercise their rights before the Institute.
Categories of data	DNI/NIF, first and last name, address, phone, email, signature. Data related to the request.
Categories of recipients	Spanish Data Protection Agency.
Transfers international data.	International transfers are not foreseen of the data.
Retention period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine possible responsibilities that may arise from such purpose and from the processing of the data, in any case three years from the end of the procedure.
Security measures	The implemented security measures are in line with what is applicable to the

	foundations of the public sector with those provided in Annex II (Security Measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Scheme in the realm of Electronic Administration, and in accordance with the risk analysis carried out.
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NOTIFICATION OF SECURITY BREACHES

Legal basis	GDPR: 6.1.c) Processing necessary for compliance with a legal obligation applicable to the controller of the processing. Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, relating to the protection of natural persons regarding the processing of personal data and the free circulation of these data.
Purposes of the processing	Process incidents that are considered to be a security breach and assess the need for its notification to the AEPD. Record the process whether notification is necessary or not. Notificación a la AEPD. Registrar el proceso tanto si notification is necessary as if it is not.
Groups	Notifiers.
Categories of data	First and last name, email.
Categories of recipients Spanish	Data Protection Agency. State security forces and bodies.
Transfers international	No international transfers are planned of the data.
Retention period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine possible responsibilities that may derive from said purpose and from the processing of the data, in any case three years from the time the incident was closed.
Security measures	The implemented security measures are they correspond to what is applicable to the foundations of the public sector with those provided in the Annex II (Security Measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Framework in the field of the Electronic Administration, and in accordance with the risk analysis carried out.

ETHICAL CHANNEL MANAGEMENT

Legal basis	GDPR: 6.1.b) Execution of a contract in which the data subject is a party or for the implementation at the request of this pre-contractual measures. GDPR 6.1.c) Fulfillment of a legal obligation applicable to the data controller.
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	Organic Law 10/1995, of November 23, of the Penal Code. Law 2/2023, of February 20, regulating the protection of people who report about normative infringements and the fight against corruption. GDPR: 6.1.f) Processing necessary for the fulfillment of legitimate interests pursued by the data controller. Recognized in the Law Organic Law 3/2018, of December 5, on Protection of Personal Data and guarantee of rights digital rights.
Purposes of the processing	Maintenance of an information system of internal complaints in relation to any conduct with behaviors contrary to the legality or internal rules.
Groups	Executives, professionals or employees of IMDEA WATER and third parties with whom it relates.
Categories of data	Name and surname, phone, email of the complainant, relationship with the company. Name and surname of the accused, department or position. Names and surnames of involved persons. Data related to the complaint.
Categories of recipients	Police forces, judges and courts, Public Prosecutor's Office, depending on the significance and severity of the facts. Independent Authority for Information Protection (AIPD) or competent regional authority (Council of Transparency and Data Protection of the Community of Madrid).
Transfers internationales	International transfers are not foreseen of the data.
Retention period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine possible liabilities that may arise from such purpose and from the processing of the data. In accordance with what is established in Law 2/2023, of February 20, regulating the protection of individuals who inform about regulatory infringements and the fight against corruption.
Security measures	The security measures implemented are correspond to, as applicable to, the foundations of the public sector with those provided in the Annex II (Security Measures) of Royal Decree 311/2022, of May 3, which regulates the National Security Framework in the field of the

	Electronic Administration, and in accordance with the risk analysis conducted.
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RESEARCH VOLUNTEERS

Legal basis	GDPR: 6.1a) of the GDPR. Consent for the participation in the study.
Purposes of processing	Processing of volunteers' data to participate in laboratory experiments based on techniques of behavioral economics to identify what limitations of information and cognitive processes stand in the way of completely rational behavior of the irrigators predicted in the mechanistic mathematical programming models. mechanistic mathematical programming.
Collectives	Volunteers participating in studies (students and irrigators) and those who have not met the inclusion criteria for inclusion.
Categories of data	Identifying data: First and last name, email electronic mail, age, sex, education. Personal characteristics: age, sex. Family data (irrigators): married, number of children. Academic data: level of education. Economic data: income level, account number current. Information about volunteers' behavior before decision-making in experiments of laboratory.
Categories of recipients All results	ts of the experiments, anonymized and aggregated, will be made available to participants.
Transfers internationales	No international transfers are planned of the data.
Retention period	They will be kept for the time necessary to fulfill the purpose for which they were collected and to determine possible responsibilities that may arise from that purpose and from the processing of the data. If not selected in the recruitment phase, the volunteers' data are deleted. During data collection it is necessary that volunteers can be identified. During the development of the experiments the data will be pseudonymized. Once the project is finished the data will be anonymized.
Security measures	The security measures implemented are correspond to what is applicable to the public sector foundations as provided in the Annex II (Security measures) of the Royal Decree

	311/2022, of May 3, which regulates the National Security Scheme in the realm of Electronic Administration, and in accordance with the risk analysis carried out.
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