**Acknowledgment regarding the protection of personal data controlled or processed by Academic Solutions Limited [regulated as a registered company of the United Kingdom]**

*[Last revised 4 August 2018]*

Pursuant to the terms and conditions Data Protection Act of the United Kingdom, hereinafter “the Law” and to the provisions of Regulation (EU) 2016/679 (“Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data”, hereinafter “the EU GDPR”), we hereby inform you that if Academic Solutions is the Data Controller or Data Processor of your personal data and information then it is required to provide you with the following information:

1. All personal data you have provided to ACADEMIC SOLUTIONS, as well as any entity from whom personal data are collected, and all the further data provided in order to allow the performance of all applicable legal obligations will be handled by ACADEMIC SOLUTIONS in accordance with its policies and with the aforementioned Law and EU GDPR, and with the principles of fairness, lawfulness, transparency, purpose limitation, accuracy, storage limitation, integrity and confidentiality and accountability, as well as the utmost protection of your privacy; sensitive data processing will only take place in relation to data regarding your health condition or judicial data, if and whenever applicable.

2. All data shall be processed exclusively for ACADEMIC SOLUTIONS institutional purposes, connected or related to the activities carried out by ACADEMIC SOLUTIONS. In particular the data supplied or collected will be processed for the following purposes:

a) to fulfill the obligations established by any applicable law, including the regulations or the European Union Law, with specific reference to labor, tax, custom, social security contributions requirements, formalities, and the like;

b) to execute the contractual obligations of ACADEMIC SOLUTIONS in (such as but not limited to price/fee/compensation payments, your health and safety protection).

Sensitive data, such as those regarding health conditions, trade unions or political party, and religious belief or affiliation will only be processed for the purpose of fulfilling any applicable obligations established by British law, Spanish law, or by regulations or other European Union Law; sensitive data regarding judicial measures which may have been provided to ACADEMIC SOLUTIONS by public bodies will be processed only for the purposes of complying with any applicable mandatory provision of British, Spanish or European Union law.

3. Submittal and processing of personal data is necessary in order to achieve the purposes above specified.

4. Any refusal will make it impossible to carry out the necessary activities and the correct legal and administrative management of all actions necessary to accomplish the obligations of ACADEMIC SOLUTIONS as well as obligations imposed by law.

5. Data of common nature will be collected and processed automatically and/or manually in compliance with the provisions of the Law of the United Kingdom and by adopting the related minimum safety measures, securing strictly monitored access; the collecting and processing of sensitive data will be carried out in compliance with the provisions of the Law of the United Kingdom and by adopting the related minimum safety measures.

6. Your personal data you have provided, with the exception of sensitive data, may be transferred overseas pursuant to the terms, conditions and limits specified by the Law of the United Kingdom.

7. In particular, your data may be communicated, in compliance with the rules above indicated, to public or private subjects to whom they may be necessary in order to fulfill obligations set forth by laws, regulations or EU laws; sensitive data may be communicated to public bodies and authorities (such as public offices like Labor and Tax Agencies) and to private subjects (such as external CPA, labor consultancy/payroll and law firms, security supervisors, insurance companies, banks, private pension funds) only for the purposes of fulfilling obligations set forth by laws, regulations and EU laws.

8. The Data Controller under the law and with particular reference to the safety obligations related to the automatic processing of your data, is ACADEMIC SOLUTIONS.

9. All data will be processed by ACADEMIC SOLUTIONS in its capacity as Data Controller with the supervision of its Director, available in compliance with the Law of the United Kingdom whom you can reach by telephone +44 7947 601871 or by email on [ryan@academic-solutions.com](mailto:ryan@academic-solutions.com)

10. You will be able to exercise any and all other rights foreseen by the Law of the United Kingdom and the EU GDPR, including:

1. The data subject has the right to obtain confirmation of the existence or not of personal data regarding him or her, even if not yet recorded, and their communication in intelligible form.
2. The data subject has the right to obtain indication: a) of the origin of the personal data; b) of the ends and methods of its processing; c) of the logics applied in the event of processing being carried out with the aid of electronic equipment; d) of the identification data of the controller, of those responsible and the appointed representative as per the Law of the United Kingdom; e) of the organizations and categories of organizations to whom personal data can be communicated or who are likely to get to know them in their capacity of designated representative in any area of the country, of officers and appointees.
3. The data subject has the right to obtain: a) the update, the rectification or, if he or she as interest to, the integration of the data; b) the cancellation, transformation in anonymous form or the blockage of any data processed unlawfully, including those whose storage is not necessary in relation to the aims for which the data were collected or later processed; c) a statement that the operations indicated at letters a) and b), including their content, have been made known to those to whom the data have been communicated or released, except in the case of this being found to be impossible or requiring the use of means which are clearly disproportionate to the protected right.
4. The data subject has the right to completely or partially oppose: a) for legitimate reasons, the processing of personal data regarding him/her even if relevant the aims of their collection; b) the processing of personal data regarding him/her for the purpose of sending publicity material, direct sales or for carrying out market research or commercial communications.

The data subject can exercise the rights as per the Law of the United Kingdom (updating, rectification, integration, cancellation, transformation, anonymously or blockage of data processed illegally, opposition, request for information as per the Law of the United Kingdom) by contacting the Director of ACADEMIC SOLUTIONS, whom you can reach by telephone +44 7947 601871 or by email on [ryan@academic-solutions.com](mailto:ryan@academic-solutions.com)

For more detail on the EU GDPR you can read Regulation (EU) 2016/679 at:

<http://ec.europa.eu/justice/data-protection/reform/files/regulation_oj_en.pdf>