

CERTIFIES:

That, _____, with I.D. number _____, is currently undertaking work in _____, and in receipt of a _____ scholarship/contract.

AUTHORISES:

_____, to join the **Institut Català d'Investigació Química (ICIQ)** with the aim of _____ in collaboration with the _____ research group/laboratory, from _____ until _____.

Or on the following days: _____
(Indicate individual days if they are not all consecutive).

I hereby sign the present document.

Signed:

Name and Surname: _____

(Name of University or Institute (please include stamp as well):

In _____, _____

Important note: ICIQ will contract an accident insurance policy covering staff on its premises not linked to the centre through an Employment Contract during the period of their stay. Nevertheless, under no circumstances will ICIQ be responsible for covering either healthcare for illness, repatriation or any other coverage inherent to travel insurance, or for health coverage provided by occupational accident insurance in the event of accident at work of external staff employed by other national entities. Travel insurance or occupational accident insurance must be obtained independently by either the person or by the institute of origin or the entity employing them.

The undersigned of this document declares that all the information contained in this document is true and that the copies of the attached documents in digital format are the true and exact reflection of the existing documents signed in paper format.

By signing this document, I declare that I have the legal authority to relocate the employee of the company / university indicated in the header of this document.

Date: _____

Mr./Mrs.: _____, with I.D number
_____, as (indicate position)
_____, of (company/entity)
_____, with e-mail
_____, phone number _____, address
_____, city _____, province _____

CERTIFIES:

That the personnel who is going to carry out the tasks of their job at the facilities of the **FOUNDATION INSTITUTE OF CHEMICAL RESEARCH OF CATALONIA**, located at Avenue Països Catalans, 16 - 43007 Sant Pere i Sant Pau (Tarragona):

They have coverage by an Occupational Risk Prevention Service for the organization of preventive activities according to the Prevention Services Regulation 39/1997 in the 4 specialties (Safety, Hygiene, Ergonomics and Psycho-sociology and Health Surveillance).

Specify the name of your affiliated or unaffiliated prevention service: _____

They have been informed about the existing risks in their workplace, the preventive and protection measures to be adopted and the instructions in case of emergency.

They have received training in occupational risk prevention appropriate to their job.

They were given and still have the personal protection equipment necessary to carry out their work.

They have Medical Aptitude/Rejection to carry out a medical examination for the job position they develop.

They are registered and up to date with the payment of Social Security contributions and meets all the legal requirements to perform the functions of their position in the company.

They have assistance coverage for Accidents at Work and professional illnesses or a policy with coverage in case of accident. Indicate the name of the medical center or the insurance company and policy number: _____

Provide the nominative list of the workers who will participate at ICIQ

1	
2	
3	
4	

Signature of the person issuing the certificate

Given the situation for the non-exhaustive application of the usual procedure for the Coordination of Business Activities (CAE) of ICIQ, **the ICIQ worker** _____ commit himself/herself to supervise the correct development and ensure the safety conditions of the work carried out by the external personnel listed above:

Signature of the person from ICIQ supervising the work:



CONFIDENTIALITY AGREEMENT

BETWEEN

INSTITUT CATALA D'INVESTIGACIO QUIMICA with NIF G43619550, entity domiciled in AV. PAÏSOS CATALANS Nº 16 - 43007 TARRAGONA (hereafter, DATA CONTROLLER).

AND

Mr. /Mrs _____ with Identification Number _____, of legal age, acting on her/his own behalf (hereafter USER).

HEREBY INFORM THAT

1. Both parties acknowledge sufficient legal capacity to execute the present agreement.
2. Due to the nature of the duties undertaken by the USER on behalf of the DATA CONTROLLER, the USER will have access to:
 - Systems and supports containing information relative to personal data, of which ICIQ is the data controller
 - Confidential information property of ICIQ relating to its administration, business strategy, etc.
 - Confidential information property of ICIQ relating to research results, which may or may not be subject to industrial property rights
 - Confidential information belonging to third parties with whom ICIQ has undertaken confidentiality agreements, which may or may not be subject to industrial property rights
3. THE USER is aware of her/his duty to maintain professional secrecy with respect to the personal data she/he processes and must store, obligations that remain in force even after the termination of her/his relationship with the DATA CONTROLLER.
4. Both parties expressly accept the present CONFIDENTIALITY AGREEMENT, in accordance with the following:

CLAUSES

I. THE DATA CONTROLLER bears the exclusive responsibility of establishing policies, rules, regulations and procedures for processing the information, being strictly complied with by the USER. The security measures implemented will be respected and complied with to ensure the confidentiality of all information considered "confidential".

For these purposes, the following will be considered confidential information:

- a) Any information concerning a physical or identifiable person, that is, personal data.
- b) Any internal information of the organisation, such as internal strategy and decisions, price lists, financial information, templates, budgets, customer names and/or supplier companies, statistics, objectives, etc.
- c) Data, activities, businesses or matters that may be known, whether or not they are specific to their task and related to the ICIQ, their collaborators and collaborators and/or their clientele, including their identity, and/or investigations carried out Term

Except in cases where:

The user can prove that the information was public before being received by the user.

The user can prove that the information has passed to the public domain without mediating user intervention.

II. THE USER will observe the strictest professional secrecy with respect to any confidential information to which she/he has access while carrying out her/his duties, undertaking not to disclose or share it by any means to third parties or anyone else within the organisation of the DATA CONTROLLER who is not authorized to access said information.

THE USER is obliged to keep the absolute confidentiality and reservation of each and every one of the data, activities, businesses or matters that may come to know, whether or not they are specific to hers/his particular task and related to the DATA CONTROLLER, with its collaborators, and collaborators with their clients, including their identity, and/or investigations carried out at term.

In case of doubt about the confidential nature or not of the information, who can have access or other questions, THE USER will address to his immediate manager, who will indicate to him as proceeding, or if necessary to transfer the doubt to the unit within the organisation of the DATA CONTROLLER.

III. THE USER will only access the confidential information strictly necessary for undertaking her/his duties, using the data solely for the purposes for which it is collected and not for any other purpose.

IV. THE USER will report all incidents that occur in the organisation which affect or may affect the security of confidential information.

V. The user will communicate all the incidents that occur in the organisation that affect or may affect the security of the confidential information.

VI. THE USER will meet the duties and obligations covered in the "*Funciones y obligaciones del personal en materia de protección de datos*" (Duties and obligations with respect to data protection), which THE USER has received or has at his/her disposition.

In this sense, the DATA CONTROLLER takes as a necessary measure that the staff knows the safety norms that affect her/him in the development of her/his functions in an understandable way. Making available the "*Funciones y obligaciones del personal en materia de protección de datos*" (Duties and obligations with respect to data protection), and the security document, which is available under LOPD within the Human Resources section of the Intranet, assuming THE USER makes the commitment to read it for her/his knowledge.

VII. The obligations covered in this agreement will remain in force even after the employment or professional relationship between the USER and the DATA CONTROLLER has terminated.

VIII. The breach of obligations stipulated in this agreement, as well as actions which cause damage, penalties or compensation to either the DATA CONTROLLER or third parties, will be sanctioned in accordance with the existing disciplinary regime. Damages for breaches may be claimed in the event that negligence on the part of the USER due to its seriousness exceeds the aforementioned disciplinary regime.

IX. Basic information about data protection on the part of the DATA CONTROLLER: we use your personal data with the purpose of managing your employment relationship, as well as the related commitments and obligations. The legitimacy on which basis your personal data is processed is contract execution. Personal data will not be disclosed to third parties except under legal imperative. You have the right to access, rectify and eliminate the data, as well as other rights, indicated in the additional information, which may be exercised by contacting management of THE DATA CONTROLLER. You can consult detailed and additional information on data protection by contacting the DATA CONTROLLER.

Signed in duplicate at the time and place expressed at the heading of the present document as evidence of consent and acceptance of each and every stipulated clause, thus committing themselves to full compliance with all that agreed in this document.

Signed
Mr. /Mrs _____



AUTHORISATION TO PROCESS IMAGES

Since the right to the image itself is recognized by article 18.1 of the Spanish Constitution and is regulated by the Organic Law 1/1982 of May 5th, on Civil protection of the right to Honor to Personal and family intimacy and to the image itself, from the FUNDACIO INSTITUT CATALA D'INVESTIGACIO QUIMICA (ICIQ) and within the framework of the relationship that unites us, we request your consent to be able to use your image individually or in a group during the normal development of the activities of the Institution. In order to be exposed in our corporate website and/or in the different social networks in which we participate, as well as show them in any other advertising in which we take part or participate with the sole and exclusive purpose of being able to promote the corporate image of the Foundation.

I, _____ with ID number _____

I authorize the use of my image on the corporate websites and information materials of the entity.

I do not authorize the use of my image on the corporate websites and information materials of the entity.

I authorize the use of my image in social networks of the entity.

I do not authorize the use of my image in social networks of the entity.

That my images can be taken and used in the terms previously exposed.

In Tarragona, ____ [day] of _____ [month] 20__

Signature: