



ANNEX I.

COMPLAINT MODEL

SEX-BASED OR SEXUAL HARASSMENT INTERVENTION REQUEST

- Affected person
- Affected directive unit
- Others (specify):
- Affected people (collective complaint) *
- Equality Committee.
- Workers representatives: Staff meeting/Work Council or Staff Delegates
- Ex-officio complaint by the directorate of the centre or person accountable for the unit.

TYPE OF HARASSMENT

- Sexual
- Sex-based
- Sexual orientation and/or gender expression

DATA OF THE VICTIM OR COMPLAINANT

Name and surnames

NIF

Sex M F NA

Contact telephone

*In case of collective complaints as many personal data boxes as affected persons sign the complaint.



CSIC

ICU

Department and
workplace

Employment relationship

Civil servant Interim Permanent C. Temporary C. Other

*In case collective complaints are activated as many personal data boxes as affected people sign the complaint.

IDENTIFICATION OF THE ACCUSED PERSON

Name and surnames

Sex

M F
NA

ICU- ORGANISATION

Relation with the
complainant

Employment relationship

Civil servant Interim Permanent Temporary Other

EXISTENCE OF WITNESEES

YES SPECIFY WHO
 NO

DESCRIPTION OF THE FACTS



CSIC

ANNEXED DOCUMENTATION

YES (specify)

NO

APPLICATION

I request the initiation of *Prevention and intervention protocol against sexual and gender-based harassment in CSIC*.

I also apply the adoption of the organisational measures until the procedure is resolved.

I state that I have read and understood the essential information about data protection that is filed on the back of this application.

Place and date

Signature of the interested persons



GENERAL SECRETARY OF THE SPANISH NATIONAL RESEARCH COUNCIL BASIC INFORMATION ABOUT DATA PROTECTION

In accordance with Regulation (EU) 20167679 of the European Parliament and of the Council, of April 27th 2016, on the protection of natural people with regard to the processing of personal data and free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), the following information regarding any type of operations or set of operations on personal data or sets of personal data, be it automated procedures or not, such as the compilation, registration, organization, structuration, preservation, adaptation or modification, extraction, query, usage, communication by transmission, diffusion or any other means of access, comparison or interconnection, limitation, deletion or destruction.

Accountable entity	<ul style="list-style-type: none">• Consejo Superior de Investigaciones Científicas, CSIC. C/. Serrano 117, 28006 Madrid Tel.: +34 91 568 14 00 Fax: + 34 91 411 30 77• Data Protection Delegate: delegadoprotecciondatos@csic.es
Purpose	<ul style="list-style-type: none">• Collected data shall be exclusively used for specific, explicit and legitimate purposes, in order to investigate potential behaviours compatible with sexual or gender-based harassment at CSIC, being kept the strictly required time, and not being used later in any form incompatible with these purposes.• The filed reports and documents will have restricted access. Only the interested person and the people in charge of their processing may have knowledge about them. No copies will be allowed, neither any document will be sent by any computer channels, except after specific request of the interested person.
Legitimation	<ul style="list-style-type: none">• The legal basis for data processing is the execution of the <i>PREVENTION AND INTERVENTION PROTOCOL AGAINST SEXUAL AND GENDER-BASED HARASSMENT</i>, and signature of the present request implies the consent of the interested person to the Processing unit to confirm the case and, once it is confirmed, to make a first assessment in order to determine whether it is appropriate or not to initiate the processing of the request.
Recipients	<ul style="list-style-type: none">• All information contributed by the requesting person will be sent to the Processing unit and, if pertinent, to the Commission against sexual Harassment.• Data transfer to third parties different from CSIC is not foreseen, unless legal obligation, except on cases where, in order to achieve the best result of the investigation, the Commission against sexual Harassment uses the services of an external consultancy.• These data may be communicated to the Public Prosecutor's Office and judicial bodies.



Rights	<ul style="list-style-type: none">• The requesting person may in all cases use his/her rights of access, rectification, cancellation, objection, limit or portability, writing to the General Secretariat of CSIC, at c/ Serrano 117, 28006 Madrid (Spain), attaching a copy of the identity card (DNI/NIF) to the abovementioned address, or using CSIC electronic registration services, at CSIC electronic site, by a procedure that requires to hold an authorized electronic certificate.• In case the requesting person uses his/her right to cancel the permission at any moment, this will not affect the legality of the processing based on the consent previous to this cancellation.
Origin	<ul style="list-style-type: none">• In addition to the data contributed by the requesting person, SGARH and/or the sexual Harassment Commission may rightfully collect information from all those parties they consider of interest for the purpose of the investigation of potential behaviours compatible with sexual or gender-based harassment, strictly forbidden at CSIC.• The most suitable means to obtain additional data include postal mail, e-mail and instant messaging.• Report by telephone based on voice messages will not be considered adequate.
Additional information	<ul style="list-style-type: none">• All files regarding this Protocol will be kept at the Deputy Secretary General for Human Resources, and shall receive identical protection as any other file of administrative nature.• Additional and detailed information about personal data protection at CSIC can be obtained at: https://intranet.csic.es/proteccion-de-datos