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Privacy Policy



Executive Summary

At Verlab Institute, we are deeply committed to protecting the personal data of all individuals who interact with our institute, in full compliance with the General Data Protection Regulation (GDPR) and relevant national legislation. Personal data is collected and processed only when necessary to support our institutional, research, and operational activities, and always in a lawful, fair, and transparent manner.

We may collect a variety of information, including contact details, financial data, professional and academic backgrounds, location information, communications, technical identifiers, and, where relevant, sensitive data such as health information or data revealing racial or ethnic origin. Aggregated data may also be used for statistical and research purposes, provided it cannot directly identify individuals. All personal and sensitive information is handled under strict safeguards, with access limited to authorized personnel bound by confidentiality obligations.

Our processing activities are based on clear legal grounds, including consent, legitimate interests, contractual obligations, or compliance with legal requirements. Consent is always voluntary and can be withdrawn at any time, without affecting the lawfulness of processing carried out beforehand. Data is collected directly from you, through third-party sources, or automatically via our digital platforms, always in a manner proportionate to the purpose for which it is needed.

We take data security seriously and have implemented comprehensive technical and organizational measures to protect personal information from loss, unauthorized access, or misuse. In the unlikely event of a data breach, we have procedures in place to promptly respond and mitigate any risks.

Personal data is retained only as long as necessary to fulfill the purposes for which it was collected, or to satisfy legal, regulatory, or contractual obligations. Once it is no longer needed, it is securely deleted or anonymized. Verlab Institute does not use personal data for automated decision-making or profiling.

Individuals retain full control over their personal information. You have the right to access, correct, erase, or restrict the processing of your data, to object to certain uses, to request data portability, to withdraw consent, and to lodge complaints with relevant supervisory authorities. We respond to all legitimate requests in a timely manner and may request verification of identity to ensure security.



Introduction

In alignment with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC General Data Protection Regulation (hereinafter: GDPR) and other relevant legislation, Verlab Institute is committed to user privacy. Data protection is at the core of our products, team, foundation, and processes. In the present document we wish to provide you with information on the data processing activities carried out by Verlab Institute as well as the principles and rules we abide by during these activities.

Information we Collect About You

Verlab Institute may collect, store, and process a range of personal data categories, depending on the nature of the interaction with the institute and the specific purpose of processing. These include:

- **Contact details** – such as full name, institutional affiliation, postal address, email address, and telephone number.
- **Financial data** – such as billing addresses, bank account information, and other financial details necessary for administrative or contractual purposes (e.g. processing reimbursements or grant payments).
- **Personal characteristics** – such as sex, nationality, gender, date of birth, curriculum vitae information, academic and professional qualifications, and employment history.
- **Location data** – such as GPS coordinates or other geolocation/tracking data, where relevant to specific research or institutional operations.
- **Communications data** – such as content of emails, instant messages, postal correspondence, and publicly available social media posts sent to or from Verlab Institute.
- **Technical identifiers** – such as IP addresses, MAC addresses, login credentials, usernames, and passwords, which may be collected automatically when using Verlab Institute's digital platforms.
- **Special category data** – which may include:
 - Personal data revealing racial or ethnic origin;
 - Data concerning health (including clinical, physiological, or biomedical data collected during research studies). Processing of such data is performed only under strict legal and ethical safeguards and with appropriate consent or other valid legal basis.
- **Aggregated data** – such as statistical or demographic data generated from personal data but which cannot be used, on its own, to identify an individual (e.g. calculating the percentage of website users accessing a particular feature).
 - However, if aggregated data is combined or connected with personal data in a way that directly or indirectly identifies an individual, it is treated as personal data and processed in accordance with this Privacy Policy.



Verlab Institute collects only the minimum amount of data necessary for the stated purposes and ensures that all processing activities are performed in compliance with applicable data protection legislation.

Legal Justifications we Rely on to Use Your Data

Verlab Institute processes personal data only when a valid legal basis exists under the General Data Protection Regulation (GDPR) and other applicable legislation. The main legal justifications on which we rely are:

Consent - We may process your personal data where you have provided clear, informed, and specific consent for a particular purpose. Consent will always be voluntary, and you may withdraw it at any time without affecting the lawfulness of processing carried out prior to its withdrawal.

Legitimate interests - We may process personal data when it is necessary to pursue our legitimate business, research, or institutional interests, provided these interests are not overridden by your fundamental rights and freedoms. This may include, for example, maintaining institutional records, ensuring network and information security, or developing and improving our services. Whenever we rely on legitimate interests, we conduct a balancing test to ensure that your privacy rights are not disproportionately affected.

Contractual obligations - We may process personal data where it is necessary for the performance of a contract to which you are a party, or in order to take steps at your request before entering into such a contract (for example, managing employment or consultancy agreements, or processing grant-related contracts and reimbursements).

Legal obligations - We may process personal data where it is necessary to comply with legal or regulatory requirements to which Verlab Institute is subject. This includes obligations related to tax, employment, auditing, reporting, or responding to lawful requests from public authorities or courts.

In all cases, Verlab Institute ensures that personal data are processed lawfully, fairly, and transparently, and only to the extent necessary for the specified purposes.

1. How Your Personal Data is Collected

Verlab Institute collects personal data through various channels, depending on the context of your interaction with the institute and the purpose of processing. These methods include:

Direct interactions - You may provide personal data to us directly when you engage with Verlab Institute in the course of our activities. This can occur, for example, when you complete forms, submit applications, participate in research projects, attend our events, communicate with us by post, telephone, or email, or interact through our website or other institutional platforms. Through these interactions, we may collect contact details, personal characteristics, financial data, technical



identifiers, communications data, and—where explicitly required and lawfully justified—special category data.

Third-party or publicly available sources - We may also obtain personal data about you from external parties, including collaborating institutions, research partners, funding agencies, professional networks, publicly accessible registries, or digital platforms. Such data may include professional information, academic qualifications, or identifiers relevant to research participation or contractual engagements. In all cases, we ensure that the third party has a lawful basis to share your data with us.

Automated collection via digital platforms - When you use Verlab Institute's websites or digital services, certain technical information (such as IP addresses, device identifiers, and browsing activity) may be automatically collected through cookies or similar technologies. This information helps us maintain system security, improve user experience, and monitor usage patterns, and is processed only as permitted under applicable data protection law.

All data collected through any of these means is handled securely and used solely for the purposes described in this Privacy Policy, in compliance with the General Data Protection Regulation (GDPR).

Data Security

Verlab Institute implements comprehensive technical and organisational safeguards to protect all personal data under its control from accidental loss, destruction, damage, alteration, unauthorised disclosure, or unauthorised access. These measures are designed to ensure a level of security appropriate to the risk, in line with the General Data Protection Regulation (GDPR) and relevant national legislation.

Access to personal data is strictly limited to authorised employees, researchers, agents, contractors, and other third parties who have a legitimate and documented business need to access such data. These individuals are bound by contractual confidentiality obligations and are required to process personal data solely in accordance with Verlab Institute's documented instructions.

Verlab Institute regularly reviews, tests, and updates its security infrastructure and internal policies to maintain the effectiveness of these measures. Security safeguards include physical protections of facilities and data storage systems, secure servers and networks, encryption, access controls, and authentication protocols.

In addition, Verlab Institute has implemented formal procedures for identifying, reporting, and managing any suspected personal data breach. In the event of a data breach that poses a risk to your rights and freedoms, we will promptly notify you and the competent supervisory authority as required by law, and will take all reasonable steps to mitigate the impact of the breach.



Data Retention

Verlab Institute retains personal data only for as long as is necessary to fulfil the purposes for which it was originally collected, including the fulfilment of legal, regulatory, tax, accounting, and reporting obligations. Once the data is no longer required for these purposes, it will be securely deleted, anonymised, or otherwise rendered unusable.

In certain circumstances, personal data may be stored for longer periods, for example where there is an ongoing legal dispute, a complaint has been raised, or where we reasonably believe there is a potential for future litigation or regulatory investigation involving our relationship with you.

When determining the appropriate retention period, Verlab Institute considers the amount, nature, and sensitivity of the personal data; the potential risk of harm from unauthorised use or disclosure; the purposes for which the data is processed and whether those purposes can be achieved by other means; and any applicable legal, regulatory, or contractual requirements that mandate specific retention periods.

Upon expiry of the applicable retention period, all personal data will be permanently and securely erased or anonymised in accordance with Verlab Institute's internal data retention and deletion policies, ensuring that it can no longer be linked to an identifiable individual.

Automated Decision-making and Profiling

Your personal data is not utilized for any automated decision-making (decisions made entirely by automated systems without human intervention) or profiling (automated analysis of personal data to assess specific aspects about an individual).

2. Your Legal Rights

Under applicable data protection laws, you have the following rights regarding your personal data:

- **Right of access:** You may request access to the personal data we hold about you, often referred to as a "data subject access request," to verify that we are processing it lawfully.
- **Right to rectification:** You may request correction of any incomplete or inaccurate personal data. We may need to verify the accuracy of the information you provide.
- **Right to erasure:** You may request deletion of your personal data when there is no longer a valid reason for its processing, if processing has been unlawful, if you have exercised your right to object, or if we are legally required to erase it. Certain legal obligations may prevent immediate deletion, in which case we will inform you.
- **Right to object:** You may object to the processing of your personal data based on legitimate interests or for direct marketing purposes. Where we can demonstrate compelling grounds for continuing processing, this may override your objection.
- **Right to restrict processing:** You may request that we temporarily suspend processing in specific circumstances, including:



- To verify the accuracy of your data;
 - If processing is unlawful but you do not want deletion;
 - If we no longer need the data but you require it for legal claims;
 - If you have objected to processing while we verify legitimate grounds.
- **Right to data portability:** You may request that your personal data be provided to you or a third party in a structured, commonly used, machine-readable format. This right applies only to data provided by you or data processed based on your consent or contractual agreement.
- **Right to withdraw consent:** Where processing is based on consent, you may withdraw it at any time. Withdrawal will not affect the lawfulness of prior processing, though it may impact our ability to provide certain products or services.
- **Right to lodge a complaint:** You may file a complaint with the relevant data protection authority at any time.

Verlab Institute does not charge a fee for exercising these rights, except where requests are clearly unfounded, repetitive, or excessive, in which case a reasonable fee may apply or the request may be refused.

To protect your personal data, we may request additional information to confirm your identity before acting on your request. We may also contact you for clarification to ensure an accurate and timely response.

We aim to respond to all legitimate requests within one month. In cases of complex or multiple requests, the response period may be extended, and we will keep you informed of any delays.

If you want to make a request get in touch with us at office@verlabinstitute.com

