### **Letter of Support for Secondment Application**

### **[Applicant's Full Name]** [Position/Title] [Sending Institution Name] [Institution Address]

To whom it may concern,

This letter is to confirm the support of [Applicant’s Supervisor Name] and the [Sending Institution Name] for the secondment application of [Applicant’s Full Name] at [Name of the Secondment Opportunity] under the ERA SHUTTLE project.

#### **Consent for Secondment**

I, [Supervisor’s Full Name], in my capacity as [Supervisor’s Position/Title], hereby grant consent for [Applicant’s Full Name] to participate in the secondment opportunity outlined in their application.

#### **Eligibility Confirmation**

I confirm that [Applicant’s Full Name] meets the criteria of having been employed in research and innovation activities at [Sending Institution Name] for at least six months at the time of application submission.

#### **Post-Secondment Employment Commitment**

I further confirm that [Sending Institution Name] commits to employing [Applicant’s Full Name] for a reintegration period equal to the duration of the secondment after its conclusion. This employment will ensure the continuity and reintegration of [Applicant’s Full Name] gained knowledge during secondment into their professional role at the institution.

Both the applicant and I, as their supervisor, understand the terms and expectations outlined in this letter and affirm our commitment to the successful execution and reintegration phase of the secondment.

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#### **Signatures**

| **Applicant** | **Supervisor** |
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| [Name and Surname] | [Name and Surname] |
| [Position] | [Position] |
| [Date] | [Date] |

**Information Clause as per GDPR Rules**

1. The administrators of personal data under the ERA SHUTTLE project are:

1. University of Malta, Msida MSD 2080, Malta - [Luisa Spiteri Baluci](mailto:luisa.spiteri-baluci@um.edu.mt)
2. University of Split, Ruđera Boškovića 31, 21000 Split, Croatia
3. University of Gdansk, 8 Jana Bazynskiego St., 80-309 Gdansk, Poland
4. AcrossLimits Ltd (Malta), 2nd Floor, Tower Business Centre, Tower Street, Swatar, Birkirkara, BKR 4013, Malta

2. The Data Protection Officers (DPOs) at each of the co-administering institutions may be contacted on matters related to the processing of personal data:

1. University of Malta - [Luisa Spiteri Baluci](mailto:luisa.spiteri-baluci@um.edu.mt).
2. University of Split: Teodora Rogošić, [teodora.rogosic@unist.hr](mailto:teodora.rogosic@unist.hr) .
3. University of Gdansk: iod@ug.edu.pl
4. Acrosslimits: **Data Protection Officer (DPO)** Email: [emanuele@acrosslimits.com](mailto:emanuele@acrosslimits.com)

3. Personal data will be processed for:

1. Implementation of the ERA SHUTTLE project, including participation, management, communication and reporting of results.
2. Monitoring and evaluation of project progress

4. Processing of personal data is carried out on the basis of:

1. a. Legally legitimate interests pursued by the administrator (Article 6(1)(f) GDPR).

5. Personal information may be shared with:

1. Entities authorized to access the data under applicable laws.
2. Providers of services that ensure proper execution of tasks by Data Controllers, in particular IT service providers.
3. The European Commission as part of inspections and audits.
4. Within the framework of secondment for the implementation of project activities, personal data of participants may be transferred to other partner organizations of the ERA SHUTTLE project. The transfer of data shall be carried out in accordance with the provisions of the GDPR and shall ensure an adequate level of personal data protection.

6. Personal data will be kept for the duration of the project and for a minimum period of five years counted from January 1 following the date of completion of the project, as required by the funding body and applicable law.

7. Data subjects have the right to:

1. Access to their personal data.
2. Correction of incorrect data.
3. Deletion of data (right to be forgotten).
4. Restriction of data processing.
5. Transfer of data.
6. Object to data processing.

8. The providing of personal data is mandatory and results from legal regulations.

9. Data subjects have the right to lodge a complaint if you consider that the processing of your personal data violates the provisions of the GDPR to the supervisory authority in the country where you reside, work or where the alleged violation occurred:

1. Malta: Office of the Information and Data Protection Commissioner (IDPC); Address: Level 2, Airways House, High Street, Sliema SLM 1549, Malta.
2. Croatia: Agencija za zaštitu osobnih podataka (AZOP) Address: Selska cesta 136, 10000 Zagreb, Croatia
3. Poland: Urząd Ochrony Danych Osobowych (UODO) Address: 2 Stawki Street, 00-193 Warsaw, Poland.

10. Administrators inform that they use hierarchical databases (Active Directory) as part of their operations and to this extent may store personal data in the cloud, which may result in the transfer of personal data to a recipient in a third country, but the transfer of such data shall be carried out in accordance with the principles set forth in Article 49 of the GDPR or based on standard contractual clauses. Personal data will not be processed by automated means, including profiling as referred to in Article 22 (1) and (4) of the GDPR.