

## Information clause on personal data processing regarding ELLRA members

The person responsible for completing the application should first read this information

In accordance with Article 13 para. 1 and para. 2 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46 /EC (Official Journal of the European Union L. 2016.119.1), General Data Protection Regulation, hereinafter referred to as "GDPR", we inform you that:

1) *The Administrator of your personal data is the Early Language Learning Research Association (ELLRA) with its registered office at Estrada Principal, 400, Rio Seco, 2440-209 Reguengo Fetal, Portugal, NIF PT517576538*

2) *The data administrator can be contacted via email: membership@ellra.org*

3) *Your personal data will be processed for the following purposes:*

The purpose of personal data processing	Legal basis for processing
To comply with the terms of the agreement to become a member of ELLRA	in order to execute the agreement you are a party to (art. 6 para. 1 b, GDPR)
To fulfil legal obligations required from the administrator of personal data resulting from legal provisions for tax and accounting purposes	fulfilling the legal obligations required from the administrator (art. 6 para. 1 c, GDPR)
For internal administrative purposes	execution of the legitimate interests of the administrator of personal data (art. 6 para. 1 f, GDPR)
To establish, investigate or defend against claims in connection with conducting dispute proceedings, proceedings before public authorities and other proceedings	execution of the legitimate interests of the administrator of personal data (art. 6 para. 1 f, GDPR)

4) *Your personal data may be transferred to:*

Subcontractors providing accounting, legal, and IT services to ELLRA.

5) *Personal data will be processed for the following periods of time:*

Your personal data will be processed for the period necessary for implementation of goals indicated in point 3.

6) *ELLRA ensures that all persons whose personal data is processed have appropriate rights resulting from the GDPR. Therefore, you have:*

1. **the right to access personal data**, including the right to obtain a copy of this data.
2. **the right to request correction (revision) of personal data** - if the data is incorrect or incomplete
3. **the right to request the deletion of personal data (the so-called "right to be forgotten") - in the following events:**
  - a) the data is no longer necessary for the purposes for which it was collected or otherwise processed,
  - b) you have objected to the processing of the data
  - c) you have withdrawn the consent on which the processing is based and there is no other legal ground for processing,
  - d) the data is processed unlawfully
  - e) the data must be removed in order to comply with the legal obligation.
4. **the right to request a restriction to the processing of personal data - in the following events:**
  - a) you question the correctness of personal data,
  - b) data processing is unlawful, and you oppose data deletion, demanding their restriction instead
  - c) the administrator no longer needs data for their purposes, but you need them to identify, defend or pursue claims,
  - d) you have objected to the processing of the data - pending determination of whether the legitimate grounds on the part of the administrator override the grounds of objection.
5. **the right to transfer personal data – in the following events:**
  - a) the processing takes place on the basis of an agreement concluded with you or on the basis of the consent expressed by you and
  - b) the processing is automated.
6. **the right to withdraw consent to the processing of personal data.** To the extent you consented to the processing of personal data, you have the right to withdraw it. Withdrawal of consent does not affect the lawfulness of the processing of data which was made based on consent before its withdrawal.
- 7) If you believe that the Data Administrator's processing violates the provisions of the GDPR, you have the right to file a complaint.
- 8) Providing your personal data is a condition for entering into an agreement to become a member of ELLRA. Refusal to provide data will result in you being unable to join ELLRA.

Please inform all the people you name in this form about the information you have read. Make sure they understand and agree. Then complete the information requested. Thank you!

**Information marked \* is required**

**CONSENT\***

I have read the “Information clause on personal data processing regarding ELLRA members” above, and informed the people named in this form about it.

We consent for our personal data to be stored and used by ELLRA for the purposes stated in point (3) ‘The purposes of personal data processing’.

We consent to receive emails from ELLRA about our membership.

Thank you! Now you can complete the **ELLRA Institutional Membership Application Form!**

**Join ELLRA as an institutional member**

		Complete your information here	
Full name of Institution *			
Institution address: street name, number(s)*			
Town/city*			
Country*			
Institution Tax Identification Number*			
Institution Contact Person: Name*			
Institution Contact Person: Email address*			
<b>Select ONE Institutional Membership package*</b>			
<b>Institutional Package 1:</b> <input type="checkbox"/> up to 5 members <b>€237.50</b>		<b>Institutional Package 2:</b> <input type="checkbox"/> up to 8 members <b>€360</b>	
		<b>Institutional Package 3:</b> <input type="checkbox"/> up to 12 members <b>€510</b>	
<b>Complete the details for each of the named members, according to your chosen package*</b>			
<b>Named member 1</b>			
First name(s)			
Family name(s)			
Email address			
<b>Named member 2</b>			
First name(s)			
Family name(s)			
Email address			
<b>Named member 3</b>			
First name(s)			
Family name(s)			
Email address			
<b>Named member 4</b>			
First name(s)			
Family name(s)			
Email address			
<b>Named member 5</b> (last member for Package 1)			
First name(s)			
Family name(s)			
Email address			

<b>Named member 6</b>	
First name(s)	
Family name(s)	
Email address	
<b>Named member 7</b>	
First name(s)	
Family name(s)	
Email address	
<b>Named member 8</b> (last member for Package 2)	
First name(s)	
Family name(s)	
Email address	
<b>Named member 9</b>	
First name(s)	
Family name(s)	
Email address	
<b>Named member 10</b>	
First name(s)	
Family name(s)	
Email address	
<b>Named member 11</b>	
First name(s)	
Family name(s)	
Email address	
<b>Named member 12</b>	
First name(s)	
Family name(s)	
Email address	

Select **ONE** form of payment and request an **invoice** if needed\*:

Credit card  Bank transfer

Our institution requires an invoice to process the payment

Save this form using your institution's name as the file name (e.g. XYZ-University.pdf). Send it to [membership@ellra.org](mailto:membership@ellra.org) with 'ELLRA Institutional Membership Application' in the subject line.

You will receive an automated email acknowledging your application, if you do not receive this email, please check your spam folder. A second email will follow with information about how to proceed with your chosen method of payment and an invoice if you requested this.

This second email may take a little longer, please be patient! Thank you!