



# PERSONAL DATA PROCESSING TERMS

## Who is responsible for processing your personal data?

Fundación BBVA with its registered office at Plaza de San Nicolás 4, 48005, Bilbao, Spain, email: [awards-info@bbva.es](mailto:awards-info@bbva.es) undertakes to comply in full with its obligations under the legislation currently in force on protection of personal data.

## What data do we process and what will your data be used for?

Fundación BBVA will process the personal data provided by applicants in submissions under this call and the attached documentation.

Its purpose in doing so is to facilitate administration of the award call.

Fundación BBVA will also use your contact details to send you communications that keep you informed of the activities it undertakes, in order to promote and publicize them. You may at any time object to or order the discontinuation of these communications, without explanation, by sending an email to the following address: [awards-info@bbva.es](mailto:awards-info@bbva.es).

## How long will we store your data for?

The information provided to facilitate the administration of the call will be kept for a maximum of 15 years as required by law. It will then be erased by blocking during the applicable legal prescription periods, on expiry of which we will destroy your data. Regarding the data required to keep you informed of our activities (name and surname, postal and email address and telephone no.), they will undergo processing until such time as the applicants exercise their rights of objection, erasure or restriction of processing, as the case may be.

## With whom will we share your data?

Fundación BBVA undertakes not to pass your data on to third parties.

## What rights do you have on providing us with your personal data?

- You may consult the personal data held in the files of Fundación BBVA (right of access)
- Request the rectification of your personal data (right to rectification)
- Request that your personal data not be processed (right to object)
- Request the deletion of your personal data (right to erasure)
- Limit the processing of your personal data in the cases envisaged (restriction of processing)
- Receive the personal data you have provided, in electronic format, and have the right to transmit those data to another entity (right of portability)

You may exercise the above rights by writing to Fundación BBVA (attaching proof of identity) at the following address: [awards-info@bbva.es](mailto:awards-info@bbva.es).

For more information, read the “[Personal Data Protection Policy](#)” section of our website.



# INSTRUCTIONS, INFORMATION AND DOCUMENTATION

Before starting on your nomination, we recommend that you take time to read through the call conditions, available at this [link](#).

- At each step, the online form will specify a series of fields for you to complete. Check that you have correctly filled in all the required fields before going on to the next page.
- Nominations may be completed in various sessions, with users saving and retrieving the partially completed form until the process has finalized.
- The form will be saved automatically as you advance through the steps, but you can also save it manually using the “Save and Exit” button at the top right of the screen. Each time you save a partially completed form, the system will email you a link and a password that you can use until the submission is complete. Also, each time you return to the form, you will be sent an email with a reactivation password (OTP code).
- On accessing the saved form, it will open at the last page completed. To move to the next screen, use the buttons at the bottom of the page, not the arrows on your browser.
- Once the nomination is complete, it will not be possible to access it or make changes.
- On finalization, the person completing the form and all nominators will receive a confirmation email with a reference number, which they should quote in all subsequent correspondence with the BBVA Foundation.
- Both nominations and the accompanying documentation must be submitted in English only.
- We recommend that only one person complete the form, and that they do not keep it open in multiple sessions simultaneously.
- The system performs an automatic security scan of all attached documents, which may take some time depending on the size of the files.
- To avoid incidents when uploading, the file names of attached documents should not be excessively long or contain accents, commas or other symbols. We suggest you keep them short.
- You are asked not to fill in the form using capital letters, unless their use is required by rules of grammar or spelling.
- Self-nomination is not permitted.
- The same organization, institution or person may nominate more than one candidate without limitation of number, but no candidate may be nominated for more than one awardcategory.

If you have any queries, please contact us at: [awards-info@bbva.es](mailto:awards-info@bbva.es).

There follows a description of all the information and documentation needed to complete your nomination:



## Getting started | REGISTRATION

To begin a submission under this call, you must first enter a valid email address. You will be sent a message to this account with a form access password, which you will need to complete the form in various sessions, saving partially each time.

This registration email, which is linked to the person filling in the form, can be changed at any point in the process and does not have to coincide with the email address of the head of the institution or of the candidates themselves.

Before moving on to select the award category you are entering for, you must accept the [call conditions](#) and [Personal Data Processing terms](#).

## Step 1 | CATEGORY

Select the award category you wish the candidate to compete in according to their merits.

Remember that in the case of the “Humanities and Social Sciences” category, the award will alternate yearly between these two disciplinary domains (with the present edition devoted to the **Humanities**).

## Step 2 | NOMINATOR

Each nomination may have a maximum of thirty nominators.

To add or remove a nominator, use the designated buttons provided in the form.

All nominators must provide the following information and documentation:

- A. Institution:** Choose those categories that best fit your institution and/or describe your situation as a nominator.
- B. Nominator particulars:** The email address provided will be the one used by the BBVA Foundation in subsequent correspondence. We also recommend that you include the international call prefix in the telephone field.
- C. Letter of nomination:** The nomination coordinator should provide a signed letter of nomination. Remaining nominators are also advised to provide a signed letter. The file should be in .pdf format and no larger than 4MB.

## Step 3 | CANDIDATE

You should first specify whether the candidate is an “individual” or “organization.” The subsequent fields will vary according to your choice.

To add or remove a candidate, use the designated buttons provided in the form.

- A. Nominated for:** Provide a summary – max. 1000 characters with spaces – of the candidate or candidates’ achievements, including the main reasons for their nomination. This should be a self-standing narrative and not simply an excerpt from or reference to the candidate’s CV or the document of salient contributions.



- B. Candidate particulars:** Including the institutional affiliation and contact information of each candidate.

Please note that in the event that your nomination is selected by the committee, the BBVA Foundation will contact the laureate(s) by phone as soon as the committee meeting ends – probably not before 17:00 GMT. For this reason, we recommend that you provide a direct or cell phone number.

- C. Candidate’s salient contributions:** This document (maximum of 3 pages, single spaced) should take the form of a continuous narrative describing the nature and importance of the contribution for which the candidate is being nominated, and the reasons why the nominator believes they merit the award. The file should be in .pdf format and no larger than 4MB.

When more than one candidate is being nominated, this description should include each one’s specific input to the above global contribution, and whether it was arrived at through collaborative working (as a team) or independently (working in parallel). It should in no event exceed the 3 single-spaced pages specified, regardless of whether the entry comprises one or more persons and/or institutions.

- D. Candidate’s CV:** Provide for each person nominated. This document is not required in the case of organizations.

## Step 4 | CONFIRM DETAILS

Before finishing your nomination, you can check that the data entered in the various sections are correct by directly accessing the steps of the form through the corresponding tabs.

You can then submit your nomination by pressing the “Confirm nomination” button on the bottom right of the form.

The next screen that comes up will show the date and time of your submission (Spanish standard time) and a reference number that you should quote in all subsequent correspondence with the BBVA Foundation. You can also download a nomination summary in .pdf format. This same information will be sent to all nominators and to the registration email address appearing in the form.

Once the nomination period has closed, you can check the status of your entry through our website [www.frontiersofknowledgeawards-fbbva.es](http://www.frontiersofknowledgeawards-fbbva.es) using the nomination reference number and the registration email.

It will not be possible to access or make subsequent changes to completed and submitted forms.