

Mr First name Last name

Position

Telephone number

E-mail address

To the attention of

CESFO Accounting Department

Université Paris-Saclay, building 304

91400 Orsay

Place, Date

Subject: Direct debit authorisation^{1st} request

Dear Sir/Madam

I, the undersigned (first name, surname), employee of (University of Paris-Saclay, CNRS, other), (department), (building), (e-mail address), hereby authorise CESFO to deduct from my account the amount of **10 euros** for **membership** of the association and **15 euros for a deposit**, if I am on a fixed-term contract, for the issue of an access card to CESFO restaurants, for the year 2025.

I undertake to fund my account as necessary for this amount to be debited.

(place), on (date)

Signature

In order to monitor the management of the CESFO catering service, we are required to collect and use your personal data, which is necessary to process your application for membership of the CESFO. Your personal data will be kept for a limited period of two years after you leave your establishment bound by the CESFO agreement. While your personal data is being stored, we will take all necessary steps to ensure its confidentiality and security, so as to prevent it from being damaged, deleted or accessed by unauthorised third parties. Access to your personal data is strictly limited to CESFO's accounting/administrative department and its partners and, where applicable, CESFO's subcontractors. The sub-contractors in question are subject to an obligation of confidentiality and may only use your data in accordance with our contractual provisions and the legislation applicable to the data. In accordance with the French Data Protection Act of 6 January 1978, you have the right to access, rectify, port, delete or limit the processing of your data if the processing of such data is no longer necessary for its intended purpose. You may exercise your rights, subject to production of proof of identity, by sending an e-mail to 'restaurants.cesfo@universite-paris-saclay.fr' or by post to the attention of the Data Protection Officer, the President of CESFO: Ms Dominique Bony Bellicaud - CESFO - Avenue De Lattre de Tassigny- bâtiment 304- 91400 ORSAY. For further information or to make a complaint, please contact the Commission Nationale de l'Informatique et des Libertés (more information at www.cnil.fr).