

INFORMATION PURSUANT TO ARTICLE 13 OF THE GENERAL DATA PROTECTION REGULATION

INFORMATION ON THE USE OF PERSONAL DATA AND THE RIGHTS OF THE DECLARANT

The University of Bergamo, hereinafter the University, with registered office in via Salvecchio, 19 - 24129 Bergamo -

- as Data Controller, informs you on the methods of processing of your personal data in compliance with (EU) Regulation - 679/2016 of the European Parliament and Council of 27th April 2016 on the protection of individuals with regards to the processing of personal data and related implementing legislation (hereinafter also the "Regulation").

The University has appointed a Data Protection Officer (DPO) available at dpo@unibg.it for any information concerning the processing of personal data of the University, including the list of Data Processors.

In particular, the person responsible for processing the data you provide is the Head of the Student Service.

A. PERSONAL DATA COLLECTED

The personal data concerning you, collected and processed by the University, are the following:

- 1) data communicated by you at the time of registration or enrolment, such as: first name, surname, date and place of birth, sex, tax code, nationality, residence/domicile address, telephone and computer numbers, qualifications held;
- 2) data collected at the time of submission of any application for study suspension, such as health state, or for the granting of part-time student status, such as data concerning the employment contract concluded or the health state;
- 3) data concerning the stateless person or political refugee status.

Some of the personal data collected and processed fall within those defined by the Regulation as belonging to "special categories" (hereinafter also particular data). These are data suitable to reveal your racial or ethnic origin, or your health state.

B. PURPOSES AND METHODS OF PROCESSING

Your personal data may be processed:

- 1) to assess the access requirements to the courses of study, manage the enrolment, the enrolment renewal, your university career and for any other purpose required by law;
- 2) to process statistical information for institutional purposes (i.e. to monitor enrolment trends);
- 3) to process statistical information for non-institutional purposes (i.e. for requests from other bodies aimed at establishing benefits or services for students).

In relation to the purposes mentioned above, the processing of data by the University will be carried out by means of manual, IT and online tools in a pertinent and limited way to what is necessary with respect to the purposes for which they are processed and, in any case, in such a way as to guarantee maximum security and confidentiality and always in full compliance with the current legislation. The University will take all measures to promptly rectify inaccurate data with respect to the purposes for which they are processed.

With reference to particular data the processing will be carried out in a manner proportionate to the aim pursued, also through the adoption of appropriate and specific measures to protect your fundamental rights.

C. LEGAL BASIS FOR DATA PROCESSING

Pursuant to art. 6.1 - e and the Regulation, the processing of data for the purposes specified in the previous paragraph may be used, even in the absence of your consent, as necessary for the performance of a relevant task of public interest for which the University is responsible under articles 33 and 34 of the Constitution, ex Law 264/99 as amended and Ministerial Decree 270/04.

Pursuant to the regulations mentioned in this paragraph, any processing of data carried out without your consent on sensitive data provided by you at the time of submission of the application for study suspension or activation of the part-time student status under art. 9 – g of the Regulation must also be considered lawful.

The processing of personal data for the purposes specified in point 3 of the previous paragraph is carried out on the legal basis of the consent of the data subject.

D. COMPULSORINESS OR OPTIONALITY OF DATA PROVISION

The provision of data for the purposes referred to in paragraph B. points 1 and 2 is mandatory and any refusal to provide them will result in the inadmissibility of the application submitted by you. The provision of data for the purposes referred to in paragraph B. point 3 is optional and any refusal to provide the data does not have any consequences for the admissibility of the application, but does not allow the University to process your data for the corresponding purpose.

E. SCOPE OF DATA MOVEMENT AND COMMUNICATION

Your personal data will be communicated to the employees of the University authorised to process such data, or to natural or legal persons who provide consulting services or collaborate with the University for the purposes of managing your university career (i.e. Kion di Cineca, a company that provides the information system with which students' careers are managed). These bodies and companies will perform the function of data controller pursuant to and for the purposes of article 28 of the Regulation, or will operate in complete autonomy as separate data controllers or joint controllers. Your data may be communicated to other EE.PP., including the Ministry of Finance and the Finance Police, if this is provided for by a law or regulation, or failing this, if the communication is necessary for the performance of the institutional functions of the entity.

The data collected upon registration (surname and first name, date and place of birth, tax code, photograph, residence/domicile address, telephone numbers, e-mail address, serial number) will be compulsorily transmitted, for the time strictly necessary, to UBI BANCA and to third parties appointed by the same to carry out the activities related to the procedure for issuing the "Enjoy UNIBG" university card (exclusively for students who enrol in degree courses, single-cycle and non single-cycle master's degrees, PhDs).

The details regarding students' careers, with particular reference to: personal details, qualifications, enrolments, transfers between universities, administrative and teaching positions (fees paid and exams passed) and career completion will be periodically sent to the MIUR through the NATIONAL STUDENT REGISTRY database (established under Law 170/2003 and Ministerial Decree of 30.04.2004).

Upon submitting the application for the admission to the final test, You will be asked for your consent to enter your data in the "AlmaLaurea" Inter-University Consortium Database to which the University of Bergamo has adhered, whose purpose is to facilitate the access of graduated students to the job market and help companies in the search of new staff, minimising the time for crossing demand and supply of qualified work.

F. STORAGE AND POSSIBLE TRANSFER OF PERSONAL DATA

Your personal data will be stored at the University. Your data will not be transferred to a third country or to an international organisation.

G. PERIOD OF RETENTION OF PERSONAL DATA

The personal data concerning you will be kept for the time strictly necessary to ensure the management of your university career and the issuing of the relevant academic qualification, unless the retention of the data for a longer period is necessary for archiving purposes in the public interest or for scientific or historical research or statistical purposes. In case of retention of data for longer periods, the University guarantees compliance with the principle of data minimisation pursuant to art. 89, paragraph 1 of the Regulation.

H. YOUR RIGHTS

We remind you that you have the right to:

- obtain information in relation to the methods with which your data are processed and any other information provided for by art. 15 of the Regulation (so called right of access);
- obtain the rectification of the inaccurate personal data concerning you pursuant to art. 16 of the Regulation (so called right of rectification);
- obtain a restriction on the processing of personal data concerning you pursuant to art. 18 of the Regulation (so called right of restriction of data processing);
- object to the processing of your personal data in the cases and ways provided for by art. 21 of the Regulation (so called right of objection).

In order to guarantee the certainty of the results included in the final rankings for the admission to planned access courses, the corrections and additions requested by you will have effect on the rankings only if made within the deadline for the submission of appeals against provisional rankings.

Finally, we inform you that, if the conditions are met, you may:

- submit a complaint to the Guarantor for the protection of personal data - Piazza di Monte Citorio, 121 - 00186 Roma RM;
- contact the Data Protection Officer (RPD-DPO) at the email address: dpo@unibg.it to assert the rights granted to you in relation to the processing of your data.

By submitting your registration application, you declare that you have read all parts of the above-mentioned extensive information referred to in art. 13 of the Regulation and that you give/do not give your consent to the processing of personal data, including particular data, within the limits and for the purposes of the information itself.