

Information and personal-data access pursuant to Art. 13 of EU Regulation 2016/679 (General Data Protection Regulation)

You have received **this information** pursuant to Article 13 of EU Regulation 2016/679, the General Data Protection Regulation (GDPR), as you have provided personal data to the University of Padova, which is based at Via 8 Febbraio, 2 - 35122 Padova, Italy. The University is the Data Controller and requires your personal information so that you can be enrolled and matriculated on its courses.

In accordance with the GDPR, your personal data will be processed fairly, lawfully and transparently, as well as in a manner that safeguards your privacy and your rights.

We are therefore providing you with the following information:

1) IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

The “Controller” of the data-processing procedure is the University of Padova, Via 8 Febbraio, 2 – 35122, Padova, Italy. You, the data subject, may contact the Controller by writing to the above address, or by sending an email to: amministrazione.uniweb@unipd.it

2) CONTACT DETAILS OF THE DATA-PROTECTION OFFICER

The Controller has its own Data-protection officer, who is appointed pursuant to Article 37 of EU Regulation 2016/679. The Data-protection officer may be contacted at: privacy@unipd.it

3) PURPOSES OF AND LEGAL BASIS FOR PROCESSING

Your personal data (the information you provide when agreeing to our services and your internet traffic data) will be processed solely for the purposes of performing the procedures needed to provide you with access to the following:

- 1) enrolment and matriculation on degree courses;
- 2) University career management, including your graduation;
- 3) information about administrative procedures;
- 4) information about the University’s degree courses, advisory services, tutoring, and international mobility;
- 5) organisation of teaching, examinations and graduations;
- 6) use of library services;
- 7) statistical analysis and surveys for the University with the aim of improving student services and assistance, as well as teaching;
- 8) access to laboratories and other restricted facilities;
- 9) calculation of fees, access to any financial benefits (e.g. awards, scholarships), and work at University facilities (e.g. 200-hour student contracts);
- 10) use of online services or email accounts provided by the University or by candidates/students;

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- 11) procedures for the election of student representatives and the performance of tasks within the University's administrative bodies during the data-subject's mandate.

Your personal data may also be disclosed to other subjects when required to perform any of the University's institutional functions requested by the data subject, e.g. public entities that manage research funds or scholarships, or that verify statutory declarations, pursuant to Italian Presidential Decree DPR no. 445/2000.

On matriculating, you will be given an official University email address (name.surname@studenti.unipd.it) which will be used to send you notifications, information, news about University events, and any information you request about the University of Padova. You will also receive notifications and information by text message regarding the aforementioned points 1) to 11).

Your personal data may be disclosed when performing the following tasks:

- fulfilment of legal and contractual requirements;
- fulfilment of your requests before you enter into an agreement with the University;
- management of any complaints and/or disputes, prevention and countering of fraud and any illegal activities;
- for the fulfilment of the provisions in point 9), your data will be disclosed to the Regional Company for the Right to a University Education (ESU) and to the University of Padova's pro-tempore bursary institute.

Any sensitive data will be processed in accordance with the "University Regulation for the Processing of Sensitive and Legal Data". The regulation can be consulted at: <http://www.unipd.it/universita/statuto-eregolamenti/regolamenti/regolamenti-di-interesse-generale>.

Please note that the Controller does not use automated means to profile you.

4) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA

The recipients of your personal data are the Controller and any Processors appointed by the Controller, as well as any natural persons tasked with processing your data for the aforementioned purposes.

Your personal data will be disclosed to all subjects that need to be informed for the correct performance of the purposes stated in point 3).

Cineca Consorzio Interuniversitario, via Magnanelli 6/3 - 40033 Casalecchio di Reno (Bologna), Italy, has been appointed as **Data Processor**. Your personal data will not be disseminated.

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5) PROVISION OF DATA

You, the data subject, are required to provide your personal data so that the University can perform the services in Article 3. Should you refuse, then the services cannot be provided.

You may opt not to consent to the use of your non-sensitive personal data when requests to do so are made by or for:

- 1) Enterprises or companies, businesses, agencies, or anyone else who asks to use them for the purposes of finding employment, or to provide scholarships or deserving-student awards;
- 2) The sending of the information stated in points 1) to 11) to your personal email account.

6) DURATION OF DATA STORAGE

Establishing how long your personal data will be stored depends on how much time is needed to process them. Your personal data will therefore be stored for the entire time needed to carry out the services stated in point 3).

Internet traffic data (e.g. connection time and duration) are cancelled or anonymised when they are no longer needed to transmit information. This, however, shall not prejudice any legal requirements, and in this case, they will be stored for a maximum of 12 months.

7) RIGHTS OF THE DATA SUBJECT

Please note that you are entitled to:

1. access your personal data;
2. rectify or erase your personal data, or restrict how they are processed;
3. object to your personal data being processed as per points 1) and 2) of Article 5;
4. receive your personal data or have them transferred to another controller (data portability) pursuant to Article 20 of EU Regulation 2016/679. Applies to electronic data only;
5. lodge a complaint with Italy's supervisory authority (*Garante per la protezione dei dati personali*).

8) EXERCISING OF RIGHTS

To exercise the aforementioned rights, please email the Controller at: amministrazione.uniweb@unipd.it.

The Controller shall respond **within one month of your request**, although this may be extended **by up to three months should the request be particularly complicated**.

9) CHANGES TO INFORMATION

This information is subject to change. You are therefore advised to check it regularly and refer to the latest version.

Padova, 25 May 2018