

## Information and access to personal data 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 in Via 8 Febbraio, 2 - 35122 Padova, Italy. The University is the Data Controller and requires your personal information for any activities to perform the community service.

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 Data "Controller" is the University of Padova which is based in Via 8 Febbraio, 2 – 35122, Padova, Italy. You, the data subject, may contact the Data Controller by writing to the address above, or by sending an email to: [amministrazione.centrale@pec.unipd.it](mailto:amministrazione.centrale@pec.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](mailto:privacy@unipd.it)

### **3) PURPOSES OF AND LEGAL BASIS FOR DATA PROCESSING**

Your personal data (the information you provide when agreeing to our services and/or when carrying out the roles set by the service and your internet traffic data), is processed exclusively for:

- 1) Participating in the competition for community service
- 2) Any communication related to access and carry out activities required by the competition notice.
- 3) Any communication related to administrative procedures in the start-up, management, training and completion stages of the Community Service
- 4) Any communication related to administrative procedures after completion of the Community Service
- 5) Fulfilling specific requests submitted by the data subject when withdrawing from the Community Service.
- 6) Organizing and managing training activities envisaged or not by the project both at the relevant structures and other locations
- 7) Using stamping services by volunteers at the university facilities
- 8) Using the necessary IT systems to carry out the activities connected with the project
- 9) Statistical analyses to monitor and evaluate projects as required by the appropriate systems accredited at the relevant Register
- 10) Using IT and email services provided by the university to the data subject - volunteer

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- 11) Any communication related to the design, training and monitoring of projects in which tutors and Local Project Operators (LPO) are involved
- 12) Procedures connected with the election of representatives from the Community Service
- 13) Any communication involving services offered by the university for promotions and/or activities to be carried out outside the working hours (language courses, ECDL, sports courses, cultural and recreational courses)
- 14) Spreading and promoting the Community Service and activities connected to topics such as active citizenship, social promotion, culture, the environment and education

Your personal data may also be disclosed to other public subjects when required to perform any of the University's institutional functions requested by the data subject. Such public subjects include, for example, the Regional Office or the Department of Youth and the National Community Service (*Dipartimento della Gioventù e del Servizio Civile Nazionale*) or schools/universities to carry out checks on self-certifications pursuant to Presidential Decree 445/2000.

When volunteer operators start their service they will be given a university email account (firstname.lastname@unipd.it) which will be used to receive any communication, information (also about events organised by the university) and requests of clarification sent by the University of Padova. Volunteer operators will also receive news and communications related to the circumstances listed in par. 1) to 14)

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

- fulfilment of legal and contractual requirements;
- fulfilment of specific requests by the data subject before the contract is terminated;
- managing any claims and/or litigation; prevention/stopping any fraud and illicit activities
- for aspects listed in par. 1-2-3-4-5, your data will be shared with the Department of Youth and the National Community Service in so far as the Universal Community Service, and with the Community Service Office of Regione Veneto only for the Regional Community Service.
- for aspects stated in par. 13, your data will be shared with the Centro Universitario Sportivo (CUS), ad AirService and the Associazione Ricreativa Culturale e Sportiva dell'Università di Padova (ARCS)
- for aspects stated in par. 3, your data will be shared with the offices of the University central administration for anything falling under their competence, and with Cineca.

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->

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

#### **4) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA**

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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 par. 3. The external body appointed to be **in charge of** data processing for the Universal Community Service is the Department of Youth and the National Community Service, as contract holder and provider of the monthly pay. The National Office for the Community Service (UNSC) with premises in Via della Ferratella in Laterano, 51 - 00184 Roma can be found at the Department of Youth and the National Community Service. The external body appointed to be **in charge of** data processing for the Regional Community Service is the Regione del Veneto, as contract holder and provider of the monthly pay. The Community Service of the Regione Veneto with premises in Rio Novo – Dorsoduro, 3493 – 30123 Venezia can be found at the Regione del Veneto.

Cineca Consorzio Interuniversitario with offices in via Magnanelli 6/3 - 40033 Casalecchio di Reno (BO), as supplier of university badges since 2017. Your personal data will not be shared.

### 5) PROVISION OF DATA

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

### 6) DURATION OF DATA STORAGE

Establishing how long your personal data will be stored depends on how much time is needed to process it. Your personal data will therefore be stored for the entire time needed to carry out the services stated in par. 3. That time shall not exceed 24 months after the community service is completed.

Your personal data will be deleted and destroyed 5 years following the end of the community service.

All data about traffic (e.g. time and duration of the connection) will be cancelled or anonymized when not necessary to transmit the communication, unless it is specified otherwise by law (12 months max).

### 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 it is processed;
3. object to your personal data being processed;
4. receive your personal data or have it transferred to another controller (data portability) pursuant to Article 20 of EU Regulation 2016/679. This applies to electronic data only.;
5. lodge a complaint with Italy's supervisory watchdog (*Garante per la protezione dei dati personali*)

### 8) EXERCISING YOUR RIGHTS

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To exercise the aforementioned rights, please email the Controller at [amministrazione.uniweb@unipd.it](mailto: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 June 2018