

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 to manage its selection procedures. 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 may contact the Controller by writing to the above address, or by sending a certified email (PEC) to this address: 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

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 in order to:

- perform all of the tasks required to provide you with access to the selection procedure management service;
- fulfill legal and contractual requirements;
- fulfill your requests before you enter into an agreement with the University;
- manage any complaints and/or disputes, prevent and counter fraud and any illegal activities;

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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 may 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 external **Data Processor** as it supplies the PaaS service for selection procedures.

Your personal data will not be disseminated.

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.

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). Your personal data will then be erased and destroyed. Your personal data stored on the Paas PICA platform will be erased and destroyed as soon as they are no longer needed for the aforementioned purposes.

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;
4. receive your personal data or have them 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 authority (*Garante per la protezione dei dati personali*).

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8) EXERCISING OF RIGHTS

To exercise the aforementioned rights, please send the Controller a certified email (PEC) at: amministrazione.centrale@pec.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.

4 June 2018