

Privacy notice on personal data processing by the University of L'Aquila for the admission to the Erasmus Mundus InterMaths Project

The University of L'Aquila informs you that your personal data shall be processed pursuant to Articles 13 and 14 of UE Regulation on the Protection of personal data (UE) 2016/679 (GDPR). Pursuant to the above-mentioned regulation, personal data shall be processed lawfully, fairly and in a transparent manner, protecting your privacy and your rights.

1. DATA PROCESSING SUBJECTS

CONTROLLER is the University of L'Aquila - registered office: Palazzo Camponeschi, Piazza Santa Margherita 2, 67100 L'Aquila, ITALY – certified mail (PEC): protocollo@pec.univaq.it

REPRESENTATIVE OF THE CONTROLLER is the Rector pro-tempore Prof. Edoardo Alesse - office: Palazzo Camponeschi, Piazza Santa Margherita, 2 - 67100 L'Aquila, ITALY – phone number: +39 0862 432130, e-mail: rettore@univaq.it, certified mail (PEC): rettore@pec.univaq.it

DATA PROTECTION OFFICER (DPO/RPD) may be contacted at: phone number : +39 0862 432230, e-mail: rpd@strutture.univaq.it, certified mail (PEC): protocollo@pec.univaq.it.

2. DEFINITIONS

For the sake of clarity, some definitions functional to a better understanding of this policy follow.

Personal data: any information relating to an identified or identifiable natural person ('data subject') in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Special categories of personal data: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation. Such data may be processed only where the conditions referred to in Article 9, Paragraph 2 of the UE 2016/679 (GDPR) apply.

Processing: any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Controller: a natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Processor: a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Data subject: a natural person identified or identifiable by means of the data object of the processing.

Recipient: a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not.

Authorised person: a natural person who, under the direct authority of the controller or processor, is authorised to process personal data.

3. CATEGORIES OF PERSONAL DATA COLLECTED

3.1 Personal data for which the data subject's consent is not required

The University shall process your personal data concerning the requisites and regarding previous school and university records, photo, information contained in the identity card or document.

Depending on your place of origin the University may have to process further data concerning your status as an international student (e.g.: residence permit, passport).

The University shall also process other information necessary for specific situations: bank details, information on household members.

3.2 For the purposes indicated below, the University may have to process, on your request, special categories of personal data such as:

- Racial or ethnic origin (for non UE citizens and for refugee status);
- Political associations and/or organizations or trade union membership (in case of participation in student elections and in the exercise of student representatives or activities related to the community life that the University may become aware of);
- Health status (in case of maternity or disabled students);
- Family household health status (in case of disability);
- Sexual identity (for possible correction of attribution of sex).

4. LEGAL BASIS AND PURPOSES OF THE PROCESSING

The University of L'Aquila shall process your personal data and your family household data that you have provided exclusively for carrying out administrative tasks functional to your participation in the selection procedure as well as for those related to the study programme in case of admission and consequent enrolment solely for the purposes related to carrying out institutional tasks and in accordance with obligations laid down by the law.

The above-mentioned data shall be collected and processed for the administrative and training tasks related to your student career for the following purposes:

- a) participation in selection processes and tests to access degree courses, Ph.D. courses, I and II level Master courses that require an admission test (at local and national level);
- b) enrolment and in-class and e-learning course attendance (degree courses, Ph.D. courses, I and II level Master courses, single courses, post-graduate courses);
- c) management of student careers, archiving and storage of related data;
- d) management of curricular and extra-curricular trainings;

- e) calculation of the fees, if due;
- f) check of declarations on family household economic status;
- g) degree achievement;
- h) use of telematic and mail services offered by the University;
- i) use of library services;
- j) access to labs and other facilities;
- k) notifications concerning your student career;
- l) application of security measures in working environments pursuant to Legislative Decree n. 81/2008;
- m) disciplinary proceedings against students;
- n) student representatives' elections (both active and passive electoral rights) and tasks relating to the position held by the data subject in the University elected bodies;
- o) statistics and historical and scientific research, on aggregate or anonymous data.

The legal basis for processing your personal data is the public interest pursued by the University according to current legislation (ex Article 6, Paragraph 1, letter e), the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (ex Article 6, Paragraph 1, letter b). The legal basis for processing special categories of personal data pursuant to Article 9, Paragraph 1 of the GDPR is the substantial public interest pursued by the University according to current legislation.

5. PROCESSING MODALITIES

The processing of your personal data is carried out by means of the operations indicated in Article 4 Paragraph 2 of the GDPR and precisely: collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Data processing shall be carried out by manual or automated means, informatic or telematic, anyhow adequate to ensure their security and confidentiality. Specific security measures shall be complied with to prevent loss, unlawful or unfair use of, and unauthorised access to data in full respect of what provided for in Article 32 of GDPR. The system uses a cipher in the connection between the browser and the PICA application server by means of a valid SSL security certificate and a HTTPS secure protocol.

6. RECIPIENTS OF PERSONAL DATA

Your personal data may be disclosed to: professors of the study course in which you are enrolled, professors of the relevant department, university staff or collaborators of the controller belonging to the categories of administrative, commercial, legal, accountant staff or informatic system administrators who, under the direct authority of the controller, are designated as authorised persons pursuant to Articles 28 and 29 of the GDPR, and are provided with the proper instructions. The University, on your request or pursuant to law obligations, may disclose your personal data to other Italian public administrations or third parties appointed by them for pursuing public interest, among

which: MIUR (Ministry of Education and Research), CUN (National Council of Universities), Regional Bodies competent in matters of right to higher education as well as insurance bodies for the management of possible accident proceedings, INPS and Revenue Agency for the obligations relating to granting Ph.D. scholarships, public bodies for checking residence permit. The University may disclose your personal data to the relevant Embassy or General Consulate in order to facilitate your visa application during the study programme.

The University shall communicate the personal data of the students who have been selected, included those in the reserve list, to the UE EACEA Agency

The University, in the pursuit of institutional activities or on your request or pursuant to law obligations or pursuant to international agreements regarding double or joint degrees, may disclose your personal data to public and/or private bodies operating in a Third Country.

7. TRANSFERS OF PERSONAL DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

The University shall transfer abroad your personal data only in the pursuit of institutional activities or on your request or pursuant to law obligations or pursuant to international agreements regarding double or joint degrees. Such transfers may take place only and exclusively to those Third Countries where an adequacy decision by the European Commission exists (Article 45 of the GDPR) or to Third Countries which have provided appropriate safeguards as provided for in Article 46 of the GDPR or, if you have given your explicit consent after having been informed of the possible risks of such transfers, to any Third Country pursuant to Article 49 of the GDPR.

8. TIMES AND MODALITIES OF PERSONAL DATA STORAGE

Your personal, contact and student career data are stored for unlimited time according to current legislation. Your personal data relating to ranking lists or minutes are stored for unlimited time according to current legislation. Your personal data collected for the purposes of access to services and institutional notifications by the University are stored for the period of your student career and, after its completion, for the time set by the current legislation. Your personal data are stored on servers located at the University and/or on external servers of service providers designated Processors pursuant to Article 28 of the GDPR.

9. NATURE OF DATA PROVISION

Provision of personal data referred to in point 3.1 is compulsory. In case of your refusal, selection processes or tests, enrolment, enrolment in the following years and, more generally, any action connected to the management of your student career shall not be possible. Provision of personal data referred to in point 3.2 is optional but necessary where you intend to benefit of benefits and services issued directly by the University.

10. RIGHTS OF THE DATA SUBJECTS

As a data subject, you have the rights indicated in Articles 15-22 of the GDPR as described below. Therefore, data subjects shall have the right to:

- 1) Obtain confirmation as to whether or not personal data concerning him or her are being processed;
- 2) Access to the personal data and the following information:
 - a. the purposes of the processing;
 - b. the categories of the personal data concerned;
 - c. the recipients or categories of recipient to whom the personal data have been or will be disclosed;
 - d. the envisaged period for which the personal data will be stored;
 - e. the existence of automated decision-making, including profiling.
- 3) Rectify inaccurate personal data;
- 4) Obtain the erasure of personal data ('right to be forgotten') where one of the following grounds applies:
 - a. the legislation in force does not impose storage of the personal data or documents containing the personal data for unlimited time;
 - b. the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
 - c. there are no overriding legitimate grounds for the University to continue on the processing;
- 5) Obtain restriction of processing where the conditions referred to in Article 18 of the GDPR apply;
- 6) Obtain data portability, that is receive from the University the personal data concerning him or her in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance;
- 7) Object at any time to processing of personal data concerning him or her pursuant to Articles 21 and 22;
- 8) Lodge a complaint with the Data Protection Supervisor if they consider that the University has adversely affected their rights.

To exercise the rights referred to above you may send a written communication to the Controller as indicated in point 1.