

# Information on Personal Data Processing

Pursuant to art. 13 and 14 of Regulation (EU) 2016/679 (General Data Protection Regulation) this document provides information on the processing of your personal data within the following activities:

## school career assessment for enrolment purposes

### My data at a glance

#### Who processes my personal data?

**Data controller: University of Trieste**

REGISTERED OFFICE: Piazzale Europa, 1 - 34127 Trieste (Italy)

DATA CONTROLLER TELEPHONE: +39 040 558 3001

DATA CONTROLLER EMAIL ADDRESS: [rettore@units.it](mailto:rettore@units.it)

DATA CONTROLLER CERTIFIED EMAIL ADDRESS: [ateneo@pec.units.it](mailto:ateneo@pec.units.it)

#### Controller Contacts

Use the contact forms available on the following site: <https://gdpr.unityfvg.it/aiuto-contatti>

#### Staff member in charge of the administrative procedure:

TELEPHONE: +39 040 558 3188

EMAIL ADDRESS: [enrico.sartor@amm.units.it](mailto:enrico.sartor@amm.units.it)

COMPETENT OFFICE: Unit for Internationalisation

#### Data Protection Officer

You can contact the DPO at the following email address: [dpo@units.it](mailto:dpo@units.it)

#### Why is my personal data processed?

We process your data for the following activities:

1. Student enrolment to degree courses

#### What are my rights?

If data processing requires your consent, you can withdraw it at any time. In addition, you always have the right to access, rectify and erase (without affecting the controller's storage obligations) your data. You also have the right to restrict the processing of your data, the right to data portability, the right to object to data processing and the right to refer to the Data Protection Supervisor for the protection of your personal data.

### WHY IS MY DATA PROCESSED?

We process your personal data for the following purposes and in line with the following legitimate conditions:

#### Data Processing

#### Legal bases

Student enrolment to degree courses      the data subject has given explicit consent to the processing of their personal data for one or more specified purposes; verification or assessment of the requirements laid down by law or regulation

If the processing of certain data is essential for a **contract** or a **legal obligation**, failure to give your consent shall prevent the provision of the service.

If the processing of other data is not essential, failure to give your consent shall have no consequences. Paper and online forms clearly indicate whether providing a piece of data is mandatory or optional.

### HOW IS MY DATA PROCESSED?

Data can be processed using both paper documents and IT tools.

The Data Controller relies on personnel who are authorised to process personal data and trained in how to take necessary precautions to ensure the confidentiality, integrity and availability of personal data. Some of personnel act as data processors, and have specific tasks aimed at ensuring the security of information and the protection of personal data.

#### Automated decision-making process

career assessment varies from candidate to candidate

#### Profiling

collection of personal data and school career documents

### HOW LONG WILL MY DATA BE STORED?

Personal data will be processed for the period requested, as required by law and/or for the period necessary for the execution of contractual obligations.

Enrolling students to degree courses

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### WHO IS ALLOWED TO PROCESS MY DATA?

Data may be communicated, made available and shared with third parties in accordance with the law or in compliance with specific requests of the data subject. In certain cases, the University may also disclose data, i.e. communicate or make data available to indeterminate subjects. In certain cases, the University may make joint controller agreements with other subjects for certain processing operations. The University performs certain tasks through subjects who have signed responsibility agreements with the University. In this section we provide you with an overview of who could have access to your data in various roles. You can specifically request to know who your data has been communicated to at any time.

#### Communication of data to third parties

Personal data will not be disclosed to third parties.

#### Joint controllers

There are no joint controllers.

#### Data processors

The Data Controller relies on data processors, who must comply with the security measures established in a specific agreement under Article 28 of GDPR.

Data processors provide technological services, carry out activities instead of the Data Controller, access data for data maintenance or processing purposes (e.g. provision of services related to teaching or other activities necessary to deliver the services offered by the University or to fulfil contractual obligations).

The list of data processors can be requested from the University at any time.

#### Disclosure

Personal data will not be disclosed.

**WHERE IS MY DATA PROCESSED?**

Data is processed within the EU.

**WHO GAVE YOU MY DATA?**

All personal data is provided by the data subject.

**WHAT ARE MY RIGHTS?**

Pursuant to articles 15 to 22 of the GDPR, the data subject has the following rights:

**Right of access**

- You can get confirmation of and information about your data processing.

**Right of rectification**

- You can rectify or complete inaccurate data.

**Right of cancellation**

- You have the 'right to be forgotten' when permitted by the law.

**Right to data portability**

- You have the right to receive your data in a structured, commonly used, machine-readable and transmissible format when data is processed by automated means and under your consent or on the basis of a contract.

- This right shall not apply to processing necessary for the performance of a task carried out in the public interest or a task exercised by an official authority.

**Right to object**

- Under special circumstances, you have the right to object to your data being processed for the performance of a task carried out in the public interest or a task exercised by an official authority. If processing requires your consent, you have the right to withdraw it at any time.

You have the right to refer to the Data Protection Supervisor or to the Supervisory Authority of the Member State in which you usually reside or work.

**How can I exercise my rights?**

To exercise your rights, you can contact the Data Controller through the forms available on the following website:

<https://gdpr.unityfvg.it/aiuto-contatti>

To file a complaint, read the information on the following page:

<https://www.garanteprivacy.it/home/diritti/come-agire-per-tutelare-i-tuoi-dati-personali>

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