

INFORMATION ON PERSONAL DATA PROCESSING RELATING TO THE EVENTS AND INITIATIVES OF THE UNIVERSITY OF MILANO-BICOCCA

Dear user, please find the following information on how we will process your personal data under Article 13 of EU Regulation 2016/679, also known as GDPR.

We will process your data by following the principles of fairness, lawfulness, transparency and the protection of privacy and your rights. Data processing may occur manually or electronically or with the use of IT or automated devices. It may consist of any operation carried out with or without the use of automated processes, including the collection, recording, organisation, structuring, storage, elaboration, selection, blocking, adaptation, modification, extraction, consultation, use, communication via transmission, diffusion or any other means of making available, comparison, interconnection, limitation, cancellation or destruction of said data.

Who is the Data Controller?

The Data Controller - i.e. the body that determines how and why your data is processed - is the University of Milano-Bicocca, located in Piazza dell'Ateneo Nuovo 1, 20126 Milan, represented by its legal representative, the Rector Giovanna Iannantuoni (hereinafter the "Controller"). You can contact the Controller by writing to the address shown above or sending an email to rettorato@unimib.it or the certified email address ateneo.bicocca@pec.unimib.it

Who is the Personal Data Protection Officer?

The University of Milano-Bicocca has appointed a Personal Data Protection Officer you can contact with all queries relating to personal data processing and the exercise of any rights deriving from GDPR. You can contact the Personal data protection Officer, Ms Maria Bramanti, at rpd@unimib.it or the following certified email address rpd@pec.unimib.it

Why do we process your data?

In accordance with Article 6, Paragraph 1 of GDPR, we process your personal data so that the relevant University department/bodies can fulfil all duties allocated to them. More specifically, the University will process your data for:

- purposes related to the carrying out of information, communication, publicity, promotion, enhancement, documentation of the event;
- subsequent institutional activities not strictly related to the event, such as information, communication, presentation, promotion of the University.

According to art. 97 of the copyright law, photographs and/or audio-visual footage may be published and distributed through the media (such as, for example, the University's website, newspapers, social networks, partners and collaborators in various capacities in the promotion and management of the event, brochures and information material) for scientific, educational or cultural purposes. The same applies when the footage is related to facts, events, ceremonies of public interest or public ceremonies. The images depicting minors may be disseminated subject to the acquisition of a special release issued by the operators of parental responsibility.

The data may also be processed for historical, statistical or scientific purposes, in compliance with the law and codes of ethics.

Your data will not be processed for marketing purposes or for purposes incompatible with those of the University.

Who can we communicate your data to?

Only personnel belonging to the departments of the University and authorised by the Data Controller may process your data, in accordance with their functions and skills.

Moreover, the Data Controller can communicate your personal data to the following external third-party subjects, because their activities are essential to the achievement of the aforementioned purposes, including as regards functions attributed to them by law:

- third parties, whose activity is necessary to achieve the above-mentioned institutional purposes.
- other public or private subjects to whom the University entrusts services of its own competence, within the limits provided for by law, in out-sourcing or with whom conventions or agreements are put in place.

The transfer of data to non-EU territories or to international organizations is not envisaged. Should the need arise, you will first be provided with specific information and, if no adequacy decision has been issued for the country of destination, or if adequate guarantees of protection are not available, you will be asked for your consent to proceed with the transfer.

Is it compulsory for you to provide us with your data?

Yes, because if you fail to do so, the University will be unable to complete the required activities and deal with requests. However, no formal declaration of consent for data processing is required.

Data related to persons or children (under 16 years of age) who are unable to express their consent shall be used only with parent's/parents'/guardian's consent.

How long will we store your data for?

Your data shall be kept for the time necessary to achieve the above-mentioned institutional purposes.

If your personal data is contained in analogue documents and/or digital products or products owned by the Data Controller, this data is subject to legal storage time limits; the various time limits are contained in the “Disposal of analogue and digital documents guidelines”, which can be found on the University website.

Where present, authentication logs will be cleared after 180 days.

What are your rights and how can you exercise them?

You have the right to:

- access your data;
- obtain the correction or cancellation of data or the limitation of data processing;
- request data portability if data is in digital form;
- oppose data processing;
- make a complaint to the supervisory authorities.

You can exercise your rights by contacting the Data Controller and/or the Personal Data Protection Officer; the Data Controller must respond to you within 30 days from the date they receive your request (this period can be extended to 90 days if the request is particularly complex).

If you believe that your data processing violates relevant regulations, or if the response to a request in which you have exercised one or more of the rights set out in Articles 15-22 of GDPR fails to arrive within the time limit indicated or is unsatisfactory, you can contact the supervisory authority or the personal data protection authority.

Will you be subject to automated decision-making processes?

No, you will not be subject to any decisions based solely on automated processes (including profiling), unless you have explicitly provided your consent for this.

Is your data safe?

Your data is processed in a lawful, proper manner and we adopt appropriate security measures designed to prevent any unauthorised access, disclosure, modification or destruction of the data.

[This policy was last updated on 30/01/2020]

DATA PROCESSING CONSENT FOR CHILDREN UNDER THE AGE OF 16

We, the _____

parents / guardians of the child _____ born _____ on

having received the information provided by the Data Controller under Article 13 of EU Regulation 2016/679, declare that we are in full possession of the right of parental/legal responsibility for the child in question, and hereby authorise the collection and processing of data necessary for *[specify data processing purposes]*.

Date / / _____

Signatures

Under Article 316, Paragraph 1, Article 337 ter, Paragraph 3, and Article 337 quater of the Italian Civil Code, if only one parent gives the consent, it shall be considered to be given by both parents.