



INFORMATION ON PERSONAL DATA RETENTION CRITERIA FOR VISITING PROFESSORS/RESEARCHERS FOR THE "INTEGRATED MANAGEMENT OF THE VISITING REGISTRY"

This is a privacy notice regarding the processing of personal data of Visiting Professors and Visiting Researchers whose data is collected through the University's "Integrated Management of the Visiting Registry" procedure. For matters not expressly indicated in this notice, please refer to the "*Information on the processing of personal data of University staff members with contract of employment or 'similar work', pursuant to Art. 13 of the Regulation (EU) 2016/679*", available at the following link: https://www.univr.it/it/privacy#doc_28150.

Data Controller: Università degli studi di Verona, Via dell'Artigliere, 8 - 37129, Verona. VAT no.: 01541040232, tax ID no. 93009870234.

1. Purpose

The purpose of this notice is to inform you about the methods of processing data of Visiting Professors and Researchers at the University of Verona, particularly with regard to personal data retention and disclosure, in compliance with the General Data Protection Regulation (GDPR).

2. Scope

This policy applies to all Visiting Professors and Visiting Researchers who spend a period at the University of Verona.

3. Personal Data Collected

The personal data collected and processed are:

- surname
- name
- date of birth
- country
- nationality
- e-mail address
- home address (only if different from the one already provided)
- street number
- postcode
- city
- country of residence
- passport no. (EU Citizens may include ID number)
- issued by:
- copy of your ID-Passport
- Italian tax ID no.
- home University-Institution

4. Purpose and Legal Basis for Data Processing

The personal data of Visiting Professors/Researchers are processed for the following purposes:



- management of administrative aspects relating to their academic career and related IT services;
- management of economic transactions such as reimbursements and/or fees;
- welcome-related activities (i.e. Welcome Office);
- creation of the University's public database of Visiting Professors/Researchers (name, surname, Home University-Institution).

Providing personal data is fundamental for Visiting Professors/Researchers in order to benefit from support in applying for a possible entry visa, research permits, accommodation, and health insurance. Additionally, the collection of personal data is essential to provide Visiting Professors/Researchers with various university services, such as Italian language courses, university cafeteria services, Wi-Fi access, personal login details for accessing information systems for staff, libraries, sports activities, etc., as well as city services (transportation, leisure, cultural activities). It also enables the processing of financial transactions, such as reimbursements or fees.

Furthermore, upon acquiring the status of 'Visiting' or 'Invited Visiting,' the individuals concerned are included in the University's public database of Visiting Professors/Researchers, available on the University of Verona's website. Their personal data (name, surname, home institution, activities) will be published on the dedicated webpage on the University's official website.

5. Types of Data and Retention Period

Personal data will be retained for the period necessary to fulfill the purposes for which it was collected, as specified below.

LimeSurvey: In-house system for managing surveys and forms, used in this context for the collection of personal data, which is entered independently and distributed by the Visiting Professors/Researchers.

LimeSurvey Database

- Personal and contact data:

- surname
- name
- date of birth
- country
- nationality
- e-mail address
- home address (only if different from the one already provided)
- street number
- postcode
- city
- country of residence
- passport no. (EU Citizens may include ID number)
- issued by:
- copy of your ID-Passport



- Italian tax ID no.
- home University-Institution

Within this system, the data is retained for **one year** from the start of the collaboration and is deleted annually at the beginning of September.

Ugov/WebIntegrato Database

Ugov: Management system by CINECA used by the internal staff of the University for the management of administrative aspects relating to the relevant Visiting Professor/Researcher's careers, teaching, assignments, payment of fees, reimbursements, research outputs, and projects. The data controller has appointed CINECA as the data processor in accordance with Article 28 of the GDPR.

WebIntegrato: In-house infrastructure, integrated with the previous one, functional for the university identity management system necessary for access to the University's IT services.

- The personal data collected and managed are:

- surname
- name
- date of birth
- country
- nationality
- e-mail address
- home address (only if different from the one already provided)
- street number
- postcode
- city
- country of residence
- Italian tax ID no.
- home University-Institution



Within these systems, the data is retained for the entire duration of the collaboration with the University and for the years following the end of the relationship, for an indefinite period, in compliance with legal and regulatory obligations and for archival purposes in the public interest;

- data related to research activities and the home institution is retained for the entire duration of the collaboration and for the years following its conclusion to populate the University's Visiting Professors/Researchers Registry. This data is archived in the public interest and for the benefit of scientific research;

- data related to economic transactions (reimbursements, fees): retained for the entire duration of the collaboration and for the years following its conclusion to comply with legal and fiscal obligations.

Institutional Websites (AOL/FOL/DOL/Programme Websites)

The University's Web Ecosystem (AOL/FOL/DOL/ Programme Websites): These include institutional websites of the University, the School of Medicine, Departments, and degree programmes, which also feature the personal public pages of Visiting Professors/Researchers and the public 'Visiting Professors/Researchers Registry' on the University's website, containing their personal and contact information:

- surname
- name
- e-mail address
- Home University-Institution
- Hosting Department
- period of stay

On these websites, the data is published for the entire duration of the collaboration with the University and for the years following its conclusion, for an indefinite period, in compliance with legal and regulatory obligations and for purposes of public interest and scientific research.

6. Security Measures

The University of Verona will implement technical and organizational measures to protect personal data against loss, theft, unauthorized access, disclosure, or alteration. These measures include:

- limited access to personal data, restricted to authorized personnel only;
- use of encryption systems for data storage, particularly on the LimeSurvey platform.

7. Data Subject Rights

Visiting Professors/Researchers have the right to:



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- Access their personal data
- Request the rectification or deletion of their personal data from the web, where permitted
- Request the restriction of data processing, where permitted
- Request the portability of their data

Requests regarding Data Subject rights must be sent to the email address: privacy@univr.it.

The Data Protection Officer can be contacted via email at dpo@ateneo.univr.it.

8. Contacts

For further information on the processing of personal data, please contact the Data Protection Service of the University of Verona at the following email address: privacy@univr.it

9. Policy Updates

This policy may be subject to changes. Any changes will be communicated promptly, and the updated version will be available on the University of Verona's website.