



## 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

### ABOUT THIS INFORMATION

The information provided below describes, as required by the EU Regulation 2016/679 (hereinafter the "Regulation"), the processing operations performed on the personal data provided by Data Subjects when entering into an employment relationship, i.e. subordinate employment relationship [in Italian: *rapporto di lavoro subordinato*], parasubordinate employment relationship [in Italian: *rapporto di lavoro parasubordinato*] or 'similar work' [in Italian: *rapporto di lavoro assimilato*], with the University of Verona (hereinafter, the "University"). In this context the personal data concerns current or former employees of the University and their family members, during the contract period and after its termination.

### DATA CONTROLLER

The Data Controller is the University of Verona, located in Via dell'Artigliere n. 8, IT-37129, Verona (e-mail: [privacy@ateneo.univr.it](mailto:privacy@ateneo.univr.it), PEC-certified email: [ufficio.protocollo@pec.univr.it](mailto:ufficio.protocollo@pec.univr.it), phone: +39 045.8028777).

### DATA PROTECTION OFFICER

The University's Data Protection Officer (DPO) can be contacted at the following e-mail address: [DPO@ateneo.univr.it](mailto:DPO@ateneo.univr.it).

### PURPOSES AND LEGAL BASIS FOR THE PROCESSING

The personal data mentioned in this document will be processed by the University for the sole purpose of managing the employment relationship or collaboration between the University and yourself. This also applies to employees of other bodies of the Italian public administration [in Italian: *personale in convenzione*].

The University processes such data in order to fulfil legal requirements on employment, including those relating to the management of financial charges and social security contributions, according to the current relevant legislation, as well as national collective employment contracts and relevant supplemental agreements, if applicable.

Special and judicial data will be processed only if strictly necessary for reasons of major public interest and proportionate to the objectives pursued.

The access logs to the University information system (server, client, IT tools, internet and e-mail) will be processed for security purposes and to ensure the monitoring and correct functioning of the IT tools made available by the University to data subject carrying out the work activity.

It is necessary to provide the University with your personal data: refusal to do so will result in the University being unable to effectively establish and administer the employment relationship until its termination.

Personal data may also be processed for ancillary purposes to the management of the university course, related to welfare actions promoted by the University (e.g. for the processing of specific requests for optional membership of insurance policies provided by the University or for the use of a facilitated service and for the related obligations). The legal basis of this processing is the contractual consent of the interested party expressed through dedicated paper forms or online forms or through the interested party's voluntary deed (e.g. Registration to a facilitated service). The



provision of personal data is necessary to process requests.

## CATEGORIES OF PERSONAL DATA

The data being processed are the following:

- personal data and contacts;
- your IBAN (Bank Account International Number);
- information on your family and personal data of each family member;
- your academic and professional curriculum vitae; information on military service status and previous positions held;
- information about your health, and trade union activities;
- judicial data;
- access logs to the University information system.

## DATA RECIPIENTS

Data processed for the above-mentioned purposes will be transmitted, or will in any case be available, to the employees and collaborators assigned to the competent offices of the University, or the natural or legal persons who provide consultancy or services to the University for the purpose of managing the employment relationship.

Personal data may be made available to insurance brokers, insurance companies and third parties, if the provision of such data is necessary or useful for the performance of contractual or legal obligations.

## INTERNATIONAL DATA TRANSFER

No data will be transferred abroad by the Data Controller, with the only exception of aggregated or anonymous data.

International data transfers performed by Data Processors will be allowed only in cases where such Data Processors guarantee adequate protection of the Data Subjects (Chapter V of Regulation).

## DATA RETENTION

The collected data will be kept for a period of time not exceeding the achievement of the purposes for which they are processed ("storage limitation principle", pursuant to Art. 5 of Regulation), or in accordance with the deadlines set by law.

## RIGHTS OF THE DATA SUBJECTS

Data Subjects have the right to obtain from the University, where appropriate, access to their personal data as well as rectification or erasure of such data or the restriction of the processing concerning them, and to object to the processing (pursuant to Articles 15 and following of the Regulation). Please contact the University (e-mail: [privacy@ateneo.univr.it](mailto:privacy@ateneo.univr.it)) to lodge all requests to exercise these rights.

## RIGHT TO LODGE A COMPLAINT

If a Data Subject considers that the processing of personal data relating to him or her as performed here infringes the Regulation, he or she has the right to lodge a complaint with the Italian data protection authority - "Garante per la protezione dei dati personali" (Art. 77 of the Regulation), or



else to bring a judicial proceeding against the University pursuant to Article 79 of the Regulation.

Last version: August 2022