



INFORMATION ON THE PROCESSING OF PERSONAL DATA of students enrolled in degree programmes at the University of Verona

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 of those who enrol in degree programmes at the University of Verona (hereinafter, the "University") and their relatives, starting from their enrolment until completion of the programme.

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, PEC-certified email: 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.

LEGAL BASIS FOR THE PROCESSING

The personal data provided are processed by the University for the following purposes:

- to enable the university programme to be delivered, and for the management of administrative procedures relating to the student's career from the first enrolment in the University's degree programmes until graduation, including the establishment and management of internships and student mobility programmes;
- to enable the provision of services concerning scholarships and benefits;
- to enable students to book a place to attend a lecture, or to book an appointment at the University's offices, or to enable them to use other resources for which access is also monitored by means of software applications;
- to enable the carrying out of the relevant procedures with regard to accounting, taxes and personal assets.

Data may also be processed for the purpose of analysing the quality of data processing activities and for statistical reasons in aggregated and anonymous form.

The legal basis for the processing is the performance of the institutional functions of the University, of its duties of public interest, or duties related to the exercise of its public powers; the fulfilment of contractual or pre-contractual obligations; the fulfilment of duties arising from laws and regulations, and Community regulations; the need to ascertain, exercise or defend rights in a court of law.

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 (eg. Registration to a facilitated service). The provision of personal data is necessary to process requests.

The University ensures both the registration and the immediate publication of the lessons on the e-Learning platform, with restricted access, for a limited time and in any case not less than one month, to allow students who are unable to attend in person for logistic limits and / or for the principle of shifts, to use them.

The video recording of the lessons and the sharing on the e-Learning space of the single course must be considered carried out exclusively for the institutional purposes of the University (teaching), without therefore there being the need to acquire the consent of the interested party (student participating in the lesson / online exercise) to the processing of their data.

The provision of personal data for contractual or pre-contractual purposes or for the fulfilment of legal obligations or for the pursuit of general interests is optional but necessary for the use of services by the interested party: if you refuse to provide your data, the University will not be able to provide the requested services.

In order to enable all enrolled students to have easy, quick and straightforward access to the University's student management system and related services, the University has made available a dedicated student portal (<https://univr.esse3.cineca.it/>), and free apps for students (<https://www.univr.it/it/i-nostri-servizi/univr-app>). The University ensures that the processing of personal data collected through the above portal and apps is carried out exclusively for institutional purposes, and not for other purposes (e.g. commercial purposes).

CATEGORIES OF PERSONAL DATA

The data being processed are the following:

- your personal data and contacts, IBAN, passport photos or images in digital format;
- data related to the use of online booking services for monitored and controlled access resources (e.g.: date, time, lecture, access, service);
- data relating to the composition of your household, personal data of each household member, personal details (e.g. marital status, children, dependants, blood relatives, members of the household) and income;
- data concerning your academic career, i.e. entry requirements and qualifications required for the service to be provided (e.g. diplomas, interim tests, final examinations), military status and data relating to previous study/work experience;
- data concerning your health, refugee status, stay permit, opinions or political and trade union activities;
- judicial data (criminal convictions and offences).

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 providing services that are fundamental to enabling the delivery of educational programmes and the management of administrative procedures relating to the student's career.

Personal data of students taking part in international mobility programmes may be disclosed to their Home or Host Institution/University for all the matters relating to the management of their mobility.



Personal data may also be disclosed to other public administrations or bodies, if they have to process them for any procedures within their institutional jurisdiction, or under any law, regulation or Community rule.

INTERNATIONAL DATA TRANSFER

Personal data may be transferred abroad only for the stated purposes (e.g. international mobility programmes).

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 or regulations.

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) 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.



Please note that this information may be subject to changes and/or updates over time. It is advisable to consult and refer to the most recent and updated version, published on the University website in the "Privacy" section (<https://www.univr.it/it/privacy>), which will replace any previous versions.

Last update: May 2022.