



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.

The provision of personal data for contractual or pre-contractual purposes, for the fulfilment of legal obligations, or for the pursuit of general interests is optional but necessary in order to benefit from the services: failure to provide your personal data will result in the University being unable to provide you with the services requested.



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.

ADDITIONAL INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR ONLINE

TEACHING ACTIVITIES, EXAMS, GRADUATION AND FINAL EXAMS, AND STATE EXAMINATIONS DURING THE COVID-19 HEALTH EMERGENCY

In accordance with the national Covid-19 public health regulations, in order to ensure public health and workplace safety and the regular performance of the University's institutional activities, all teaching activities, exams, graduation and final exams and State Examinations will be held online until further notice.

The processing of personal data for the achievement of the above purposes will take place through the use of dedicated platforms, applications and support tools, as specified in the constantly updated guidelines provided through the University's website, the student intranet, the University's social media channels, and the University's apps.

The tools, technologies and procedures adopted by the University are guaranteed to enable users to carry out online teaching and learning activities, to assess the student's knowledge and skills through online streaming, either in written or oral form, to conduct and take online graduation and final exams and State Examinations, in full compliance with current EU and national regulations on personal data protection (i.e. EU Regulation 2016/679, and Legislative Decree no. 196/2003 and subsequent amendments).

CATEGORIES OF PERSONAL DATA

In addition to the categories of personal data of students specified in the main Information notice, the University shall process the following personal data:

- data whose transmission is implicit in the use of Internet communication protocols (e.g. IP addresses or domain names of computers and terminal equipment used) and other parameters related to the User's operating system and computer environment;
- the User's image (video recording) and voice (sound recording), including the visible background, limited to what is strictly necessary.



LEGAL BASIS FOR THE PROCESSING

The legal basis for the processing for the purposes and in the ways indicated above is the performance of the University's institutional functions, of its tasks of major public interest or in any case connected with the exercise of its public powers; the fulfilment of contractual or pre-contractual obligations; the fulfilment of EU and national regulatory obligations, with particular reference to the provisions set out in the decrees issued pursuant to Art. 3 of Legislative Decree no. 6 of 23 February 2020.

Providing us with your personal data is necessary in order to attend online lectures, and take exams, graduation and final exams, and state examinations online: failure to do so will result in the User being unable to access these services.

Any video recording of lectures and sharing of contents of academic modules on the e-Learning platforms are understood to be carried out exclusively for the institutional purposes of the University (teaching purposes), without therefore the need to obtain the consent of the person concerned (e.g. the lecturer conducting online lectures/activities) to the processing of their personal data.

Oral exams, as well as graduation and final exams and State Examinations, shall not be recorded or broadcast. Should the University deem it necessary to record and/or disseminate recordings of individual exams or procedures, the relevant data processing procedure will be accompanied by specific information and, where necessary, an informed consent procedure.

DATA PROFILING

As part of the processing described above, the Data Controller will not use automated processes for data profiling.

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: July 2021.