



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, 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.

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.

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.

The personal data of employees and collaborators may also be processed for the purpose of carrying out specific requests, if they intend to benefit from optional insurance policies provided by the University, and comply with the relevant obligations. The legal basis for the processing is the consent of the person concerned. Providing us with your personal data is necessary for the processing of such 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.

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) 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 teaching staff specified in the Information notice on 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, 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's website in the "Privacy" section (<https://www.univr.it/it/privacy>).

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