



**INFORMATION ON THE PROCESSING OF PERSONAL DATA  
of the Subjects who benefit from Job Placement services  
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 users in the context of Research promotion activities at the University of Verona (hereinafter, the "University").

**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).

**LEGAL BASIS FOR THE PROCESSING**

The personal data mentioned in this document are processed by the University in discharging its tasks that serve the public interest or are related to the exercise of its official authority.

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 not compulsory to provide us with your personal data for contractual purposes, for the fulfilment of obligations set out by law or in pursuit of public interests, but it is absolutely essential to do so in order to benefit from the service: refusal to provide us with your data will result in the University being unable to provide you with the service you need.

Your data may be also used for the purpose of assessing the quality of the processing activities based on the legitimate interest of the Data Controller.

The processing of personal data for statistical purposes is carried out using aggregated or anonymous data.

For the purpose of promotional communication by means of e-mail, cellphone or postal address, the legal basis of the processing is the fact that you are aware of it. Such consent is optional and failure to provide data for this purpose has no effect on the ability to benefit from Job Placement services.

**CATEGORIES OF PERSONAL DATA AND PURPOSES OF THE PROCESSING**

The data being processed are the following:

- personal data and contacts (name, surname, place and date of birth, tax code, residency, citizenship, contacts);
- data related to your university pathway;
- special data concerning your health, necessary to access specific information on the available



support instruments.

Data are collected in order to help students and graduates to enter the labour market through specific pathways and job orientation activities, as follows:

- internships in companies;
- registration for job orientation events;
- participation in test simulations or individual orientation talks.

## **DATA SUBJECTS**

Individuals who benefit from University Job Placement and job orientation activities are the following:

- ✓ university students;
- ✓ graduates.

## **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 in order to provide the requested services.

Categories of data recipients:

- companies and institutions, as potential employers;
- institutional subjects who analyse graduates' employment status, the needs of the labour market and the skills required by companies in order to facilitate a match between employers and jobseekers (e.g. Almalaurea).

The external subjects will act as data processors (pursuant to Art. 28 of the Regulation), or will operate independently as separate Data Controllers.

A complete and updated list of the data processors is public and available upon request to the Data Controller.

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

## **DATA RETENTION**

The management and storage of personal data collected take place at the University and/or among service providers necessary for the technical-administrative management that, for the sole purpose of the requested service, may learn about the personal data of the data subjects.

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. The verification of the obsolescence of the data stored in relation to the purposes for which they were collected is carried out periodically.

## **INTERNATIONAL DATA TRANSFER**

International data transfer by the Data Controller will be done only if necessary to achieve the



stated objectives (e.g. involving foreign companies in internship projects).

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).

## **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 to 22 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 via this website 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.