



## INFORMATION ON THE PROCESSING OF PERSONAL DATA of individuals who take part in University of Verona events

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 individuals who take part in events (such as: ceremonies, conferences, seminars, exhibitions, other meetings or 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).

### PURPOSES AND LEGAL BASIS FOR THE PROCESSING

#### Personal data provided by Data Subjects

The personal data provided by or collected from Data Subjects are processed in order to enable participants and speakers/guests (e.g. students, teaching staff, visitors, institutional representatives, citizens) to take part in University of Verona events, as well as to provide relevant optional services (e.g. transport, reception of guests, coffee break).

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 consent of the data subject, limited to the processing of special categories of data.

The provision of personal data for the above purposes is not mandatory, but failing to provide such data will result in the individual concerned being unable to book a seat and/or take part in the event in question.

#### Images, videos and multimedia materials

Images – electronic, digital or other format – and videos of **participants** during an event, as well as any relevant multimedia materials, shall be processed by the University in the performance of its institutional functions and within the scope of its tasks of public interest, and for institutional and promotional purposes (e.g. presentations, interviews, reports, informative material, through institutional channels and/or media at the local, national and international level, websites and social media).



The legal basis for the processing of videos, images and multimedia materials relating to participants in University events, for institutional and promotional purposes, is the consent of the individual concerned. This consent shall be given:

- at events organised by the University on its premises or in public places or areas open to the public (e.g. conference halls, classrooms, event spaces, squares, etc.), through the voluntary act of the individual concerned in going to places where a recording is active. **These areas will be clearly identified with appropriate signs;**
- in the case of event participants under the age of 18, through completion by the minor's parent/guardian of the relevant release/consent form (**see Annex 1**);
- in the case of recording, broadcasting and publishing individual statements and interviews, by completing the relevant release/consent form (**see Annex 2**).

The provision of data for the above purposes is not mandatory, but any refusal will result in the individual concerned being unable to take part in the recording during the event in question.

Pursuant to Art. 97 of Law no. 633/1941, images and videos of **speakers and guests** taken during an event, as well as any relevant multimedia materials, may be used without any release/consent form by the individuals concerned, as these are permitted on the grounds that the person concerned is a public figure, or a person performing their duties as a public figure, or for scientific, educational or cultural purposes, or because these are in any case related to facts, events, ceremonies of public interest or held in public. Under no circumstances shall the same material be used in such a way as to undermine the personal dignity of the person concerned, and for uses and/or purposes other than those indicated above.

## CATEGORIES OF PERSONAL DATA AND DATA PROCESSING METHODS

The data being processed are the following:

- personal data and contact details (e.g.: name and surname, phone number, e-mail address);
- travel and accommodation information, food restrictions
- images (i.e. audio recordings, videos, photos, etc.).

The processing of such data may take place using manual, computerised and telematic tools; for detailed information on processing through the University's websites (e.g. in the case of online registrations), please see the relevant information notice, available on the University's institutional website: [www.univr.it/privacy](http://www.univr.it/privacy).

## 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 (e.g. companies providing video conferencing services, video and photography services, etc.).

The photos, videos and any relevant multimedia materials, in addition to being published on the channels indicated in the 'Purposes and legal basis for the processing' section, may be used to promote the University at local and national events.

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.



## **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.

## **INTERNATIONAL DATA TRANSFER**

No personal data will be transferred abroad.

## **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). Data subjects also have the right to withdraw their consent at any time. Such consent withdrawal shall not affect the lawfulness of the processing based on the consent given beforehand.

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.

*Latest update: June 2022.*



**ANNEX 4**

**PHOTOGRAPHIC AND AUDIO-VISUAL RELEASE/CONSENT FORM  
for individuals under 18 years of age taking part in University of Verona events**

I, the undersigned (name and surname) \_\_\_\_\_,  
born in (place) \_\_\_\_\_ on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
residing in (full residential address) \_\_\_\_\_

tax ID no. \_\_\_\_\_, e-mail address \_\_\_\_\_,  
acting in my capacity as a parent/guardian of the below named minor (child's name and surname) \_\_\_\_\_

having read and understood the '**Information on the processing of personal data of individuals who take part in University of Verona events**', which is available at: <https://www.univr.it/privacy>, pursuant to Art. 7 and following of the Regulation (EU) 2016/679, and Art. 96 of Law no. 633/1941 (Italian copyright law) and Art. 10 of the Italian Civil Code, hereby

- CONSENT**
- DO NOT CONSENT**

to the University of Verona, with registered office in Verona, via dell'Artigliere 8, collecting and using images - even in partial and/or modified or adapted form - of the above minor, to be taken/recorded through video recordings and/or photographs during the event \_\_\_\_\_ which is due to take place on (date) \_\_\_\_\_ at (place) \_\_\_\_\_, for the promotional and institutional purposes of the University on websites, social media, newspapers, TV and other media, posters, leaflets, brochures.

I understand that the images and videos authorised through this release/consent form will under no circumstances be used in such a way as to undermine the personal dignity of the person concerned, and for uses and/or purposes other than those indicated above.

I hereby release the University of Verona from all claims of every kind (e.g. remuneration/compensation/reimbursement) as a result of the above, and I hereby irrevocably waive, for me and the minor, any right, action or claim arising from the above consent.

Place \_\_\_\_\_

Date \_/ \_/ \_\_\_\_

Legible signature \_\_\_\_\_

I hereby attach a copy (both sides) of a valid ID document.

**TO BE COMPLETED BY THE OFFICE:**

**Referente organizzativo dell'evento/Soggetto autorizzato alla raccolta e conservazione del presente modulo:**

Cognome e nome: \_\_\_\_\_

Struttura di appartenenza: \_\_\_\_\_



**ANNEX 5**

**PHOTOGRAPHIC AND AUDIO-VISUAL RELEASE/CONSENT FORM  
FOR THE RECORDING AND USE OF  
INTERVIEWS AND STATEMENTS**

I, the undersigned (name and surname) \_\_\_\_\_,  
born in (place) \_\_\_\_\_ on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_,  
residing in (full residential address)

\_\_\_\_\_ tax ID no. \_\_\_\_\_, e-mail address \_\_\_\_\_,

having read and understood the '**Information on the processing of personal data of individuals who take part in University of Verona events**', which is available at: <https://www.univr.it/privacy>, pursuant to Art. 7 and following of the Regulation (EU) 2016/679, and Art. 96 of Law no. 633/1941 (Italian copyright law) and Art. 10 of the Italian Civil Code, **hereby**

- CONSENT**  
 **DO NOT CONSENT**

to the University of Verona, with registered office in Verona, via dell'Artigliere 8:

- recording, through cameras, my image, voice, name, interviews and statements made in this context;
- broadcasting, screening and publishing these in the context of events organised by the University, on websites, social media, newspapers, TV and other media, on posters, flyers and brochures, for the promotional and institutional purposes of the University.

I understand that the images and videos authorised through this release/consent form will under no circumstances be used in such a way as to undermine my personal dignity, and for uses and/or purposes other than those indicated above.

I hereby release the University of Verona from all claims of any kind (e.g. remuneration/compensation /reimbursement) as a result of the above, and I hereby irrevocably waive any right, action or claim arising from the above consent.

Place \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Legible signature

\_\_\_\_\_

I hereby attach a copy (both sides) of a valid ID document.

**TO BE COMPLETED BY THE OFFICE:**

Evento: \_\_\_\_\_

**Referente organizzativo dell'evento/Soggetto autorizzato alla raccolta e conservazione del presente modulo:**

Cognome e nome: \_\_\_\_\_

Struttura di appartenenza: \_\_\_\_\_