INFORMATION ON THE PROCESSING OF PERSONAL DATA
of the users visiting the websites of the University of Verona

Pursuant to Article 13 of the EU Regulation 2016/679

WHAT IS THIS INFORMATION?
The information provided below describes, as required by the EU Regulation 2016/679, the processing operations performed on the personal data of the users visiting the University of Verona (hereinafter, the "University") websites. Those websites include the following:

- arcnetit.wordpress.com
- cbmc.it
- cde.univr.it
- cedifam.univr.it
- centrograndiattrezzatureunivr.it
- cerism.it
- cide.univr.it
- cla.univr.it
- cpt.univr.it
- cs.univr.it
- csi.univr.it
- csp.univr.it
- europa.univr.it
- eurosurge.eu
- fillthegap.eu
- fuoriaula.it
- fuoriaulanetwork.net
- historiasfingidas.dlls.univr.it
- iris.univr.it
- isur.eu
- kidsuniversityverona.it
- logistica.univr.it
- lurm.univr.it
- magecverona.it
- medioevovr.it
- metropolis.scienze.univr.it/altair/
- nivr.it
- opac.univr.it
- panda.dsnm.univr.it
- peopleofunivr.wordpress.com
The information provided does not concern other online websites, pages or services that can be accessed via hyperlinks on the above websites but relate to resources outside the University’s domain.

**DATA CONTROLLER**

Visiting the websites listed above may result into processing data relating to identified or identified natural persons.

The data controller is the University of Verona, located in Via dell’Artiglierie 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 here: e-mail: DPO@ateneo.univr.it - phone: 0312242323.
LEGAL BASIS FOR THE PROCESSING
The personal data mentioned on this page are processed by the University in discharging its tasks that serve the public interest or are related to the exercise of its official authority.

CATEGORIES OF PERSONAL DATA AND PURPOSES OF THE PROCESSING

Browsing data
The information systems and software procedures relied upon to operate this website acquire personal data as part of their standard functioning; the transmission of such data is an inherent feature of Internet communication protocols.

This data category includes the IP addresses and/or the domain names of the computers and terminal equipment used by any user, the URI/URL (Uniform Resource Identifier/Locator) addresses of the requested resources, the time of such requests, the method used for submitting a given request to the server, returned file size, a numerical code relating to server response status (successfully performed, error, etc.), and other parameters related to the user’s operating system and computer environment.

These data are necessary to use web-based services and are also processed in order to
- extract statistical information on service usage (most visited pages, visitors by time/date, geographical areas of origin, etc.);
- check functioning of the services.

Browsing data, after thirty days, are kept as encrypted data, only to organization, production and security purposes and according to the relevant regulations.

Data communicated by users
Sending messages, on the basis of the user's free, voluntary, explicit choice, to the University's contact addresses and filling in and sending the forms made available on the University's websites entail the acquisition of the sender's contact information as necessary to provide a reply as well as of any and all the personal data communicated in that manner.

Specific information notices will be displayed on the pages of the University's websites that are used for providing certain services.

COOKIES AND OTHER TRACKING DEVICES
The management of the University's websites uses a technology referred to as “cookies”. These are small data files that are stored in the user's computer when accessing the website or parts thereof. Cookies help us understand which part of the website is the most popular, the path of visitors to the website, and how long they remained on the website. Cookies are used to study traffic patterns in order to improve website performance and best meet the interests and preferences of visitors. Cookies are also used by websites that provide counters to our website. The registration and management of tracks/paths are performed in ways that make the data non-identifiable. Cookies may also be used to recognize the user’s computer the next time the same user visits the website. This saves time, providing the user, for example, with the possibility of not having to register again, or helping the user customize Internet settings.

On our websites may be used so-called “web beacons”: this technology allows seeing which visitors
clicked on key elements (such as links or graphics) of a web page or an e-mail. These Web beacons are usually used in conjunction with cookies.

If the user does not wish to accept the cookies, they can be disabled by referring to the instructions of the browser producer used.

**Session cookies**

The Portal System websites use:

- session cookies, which are indispensable to manage user authentication when accessing on-line services and reserved areas: these cookies (which are not permanently saved on the user's computer but are eliminated once the browser is closed) are used to transmit session details required to allow users to browse the website safely and efficiently,
- session cookies for load balancing, to optimize the website performance and reduce page loading times,
- cookies strictly necessary for the correct functioning of the websites and to save navigation preferences.

Storage of session cookies in terminal equipment or browsers is under the user's control, whilst cookie-related information is stored server-side after HTTP sessions in the service logs for no longer than all other browsing data.

By disabling these cookies users will not be able to use some of the on line services.

**Analytics cookies**

In general, the University's websites use *third-party analytics cookies*: the third party undertakes to use such cookies only for the purpose of providing the service, to store them separately, and to not cross reference them with any other data it holds.

The University uses the service Google Analytics, an analysis tool of the company Google Inc. that allows to obtain anonymous and aggregate statistics that can be useful to improve our websites and the services we provide.

The University has set up a technical tool, made available by the third party, to enable IP masking and the anonymisation of all the IP addresses of the users. The IP anonymisation/masking takes place as soon as data is received by the Analytics Collection Network, before any storage or processing to generate statistics on website usage takes place. Google Analytics anonymises the address as soon as as technically feasible at the earliest possible stage of the collection network. For further information, please refer to the [IP anonymisation in Analytics](https://support.google.com/analytics/answer/3489960) section of Google Analytics or see the [Security and Privacy overview](https://support.google.com/analytics/answer/2660908).

User data is stored in non-aggregated form for a period of 29 days.

In some of the University's websites, *first-party analytics cookies* are used: these are directly controlled by the staff in charge through Matomo, a software which enables the anonymisation of the user’s IP address. For further information please visit: [https://matomo.org/docs/privacy/#step-1-automatically-anonymize-visitor-ips](https://matomo.org/docs/privacy/#step-1-automatically-anonymize-visitor-ips).

Analytics cookies can be disabled without affecting your user experience on the website: to disable them please see next section "How to disable cookies".
Profiling cookies

On some pages, University websites may integrate functionalities developed by third parties and/or third party profiling cookies, which may be installed during navigation. The objective of this integration is to assess the effectiveness of the University’s communication activity and divulge and give visibility to University activities and content on matters of public and social interest.

These may include, but are not limited to:
- the use of java script to register and send to Facebook information regarding users who have visited specific pages in response to postings on Facebook;
- the use of services that allow to interact with social networks (ex.: “social plug-ins”) or with other external platforms, through pages of the Portal System websites (for example, view videos on YouTube and Vimeo, Google Maps).

In these cases, or when users access the site after logging in through their Facebook, LinkedIn, Google or Twitter account, some personal data may be acquired by the social network platforms.

The information collected by third parties is processed and managed in accordance with the relevant policies, which we recommend reading:
- Facebook: [Cookie Policy](#) and [Privacy Policy](#)
- Twitter: [Cookie Policy](#) and [Privacy Policy](#)
- Google/YouTube: [Cookie Policy](#) and [Privacy Policy](#)
- Vimeo: [Cookie Policy](#) and [Privacy Policy](#)
- LinkedIn: [Cookie Policy](#) and [Privacy Policy](#)

How to disable cookies

Disabling all cookies

Users can deny consent to the use of cookies by selecting the appropriate settings in their browser: nevertheless, all the functions of the University websites will be available during non-authenticated navigation.

The links below lead to information on how to disable cookies on the most popular browsers (for all other browsers, we advise users to look for this option in the help section of the software).
- Internet Explorer: [Link](#)
- Google Chrome: [Link](#)
- Mozilla Firefox: [Link](#)
- Opera: [Link](#)
- Apple Safari: [Link](#)

Disabling third-party cookies

Third-party cookies may also be disabled following the instructions available in the relevant policies and/or made available directly by the data controlling companies.

To disable only Google Analytics cookies users may use the opt-out add-on provided by Google for the most commonly used browsers. This way, users will be able to access all the on line services of
the University websites.

Deleting previously stored cookies
Even if users deny consent to the use of external cookies, before doing so the cookies may already have been stored on their device. For technical reasons, it is not possible to remove these cookies, however the browser allows users to delete them using the privacy settings. Browser options include a "Delete navigation data" option, which can be used to delete cookies, website data and plug-ins.

DATA RECIPIENTS
Personal data may also be disclosed to other public administrations, if they have to process them for any procedures within their institutional jurisdiction.

In particular, to take advantage of the services, contributions and facilities of equal access to education, the data will be communicated to providers of the University, appointed as data processors.

Personal data may also be communicated to public authorities or private subjects that could carry out education, research or internship activities related to the study program chosen.

The University is supported by external service providers for technical-administrative management, which could be made aware of the personal data of students, for the sole purpose of the service required and which would be previously authorized as external data processors.

Personal data for research and teaching activities may be transferred abroad to other university and research institutions, or in the context of international mobility projects.

DATA SUBJECTS' RIGHTS
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) 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 the Italian data protection authority's pursuant to Article 77 of the Regulation, or else to bring a judicial proceeding against the University pursuant to Article 79 of the Regulation.

Last update: May 2019