



**INFORMATION ON THE PROCESSING OF PERSONAL DATA
of those who benefit from student orientation services
at the University of Verona**

Pursuant to Articles 13 and 14 of the EU Regulation 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 benefit from student orientation services 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, 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

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 student orientation 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 school pathway (secondary school) and possible previous academic studies;
- chosen disciplinary area / university programme;
- attended school / institution;
- special data concerning your health (for students with disabilities and/or specific learning disabilities) necessary to access specific information on the available support instruments.

Data are collected in order to develop orientation strategies aimed at helping you to choose your university degree programme, also taking into account your scholastic achievements and promoting actions of tutoring and monitoring, aimed at preventing student withdrawal.

Data are processed, for example, in the following activities:

- registration for student orientation events;
- participation in test simulations or individual orientation talks;
- sending information to interested students for orientation initiatives or new courses;
- improvement of our student orientation activities and reduction of withdrawals from studies, also through personalised pathways.

DATA SUBJECTS

Individuals who benefit from student orientation services at the University are the following:

- ✓ secondary school students;
- ✓ university students.

DATA SOURCE

Some data may have been sent to the University of Verona by other universities, institutions, public or private partners, which, in various capacities, have organised, in collaboration or not with the University of Verona, initiatives dedicated to orientation and/or training. The communication of such data is based on the appropriate legal basis, identified by the data controller from whom they were collected (consent, public interest, legal obligation, legitimate interest, etc.).

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 (for example: tutors, services for people with disabilities, psychological counselling structures).

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.

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.

Data will be stored in compliance with the regulations on the storage of administrative documentation.

INTERNATIONAL DATA TRANSFER

No 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 to 22 of the Regulation). Please contact the University's DPO (e-mail: DPO@ateneo.univr.it) to lodge all requests to exercise these rights.

TANDEM ACCOUNT DELETION

Limited to the deletion of the Tandem Account, please follow the instructions below:

1. Send an email to: privacy@ateneo.univr.it, with subject: Tandem Account Deletion;
2. Indicate in the email the user code that is in the menu "Profile/ User data" and the reason for the request.

Attention: the email must be sent using the same email as the Tandem Account to be deleted, if you cannot do so, use another email and attach front-back copy of an identification document.

A notification email will be sent after the account is deleted.

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.