



POLICY ON THE PROCESSING OF PERSONAL DATA OF THE STUDENTS OF UNIVERSITY OF TRENTO

According to the art. 13 of the Law Decree n. 196 of the 30 June 2003

1. Whereas

Law decree n. 196 of 30 June 2003 (Code about protection of personal data, hereinafter “privacy code”), provides the protection of persons and of the other subjects related to the processing of personal data. According to the referred legislation, this processing is inspired by principles of correctness, lawfulness, transparency, relevance and non surplus and by the protection of rights and privacy of the persons involved.

Following the main definitions in the field of protection of personal data.

Personal data: any information concerning a natural person, identified or that can be identified, even indirectly, using any other information, included a personal identification number.

Processing: any operation or complex of operation, even if realized without the help of electronic tools, that concern collection, recording, organization, keeping, interrogation, elaboration, modification, selection, retrieval, comparison, utilization, interconnection, block, communication, dissemination, erasure and destruction of data, whether not registered on a database.

Data controller: natural or legal person, the public administration or any other institution, organization or body who is empowered to take decisions on the purposes and on the procedures of processing of the personal data and the used tools, including the security profile.

Data processor: natural person, legal person, the public administration or any other institution, organization or body entrusted to the data processing by the data controller of the personal data.

Person tasked with processing: the natural person authorized to make process operations on personal data.

Data subject: natural person that is the subject of the personal data.

2. Purposes of the processing data

The University of Trento (hereinafter University), as data controller, informs the students that their personal data are processed within the institutional purposes of the University, especially for what concern the proper administrative and teaching management of the student’s career, within the limits established by law and regulations, in the respect of the principle of correctness, lawfulness, transparency, relevance and non surplus established by the privacy Code.



3. Method of the processing data and nature of data transmission

University process personal data both with electronic tools and with paper format, according to the principle of correctness, lawfulness, transparency, relevance and non surplus with the institutional purposes and the aims of the University.

Sensitive and judicial personal data are processed in accordance with the privacy Code and in the respect of the University regulation on sensitive and judicial personal data, issued by DR 1192 of 22/12/2005 and further modifications.

Personal data are stored for no longer than necessary to achieve the purpose for which they had been collected, within the observance of Administration's duties and of tax law and private law.

4. Nature of data transmission

Personal data transmission (as name, surname, date and place of birth, permanent address, tax code, digital photography) is mandatory for the establishment of the legal relationship between students and University.

5. Data controller and data processor

The data controller is the University of Trento, via Calepina 14, 38122 Trento (TN).

Student's data processor is the Manager of Teaching direction and student's services, dr. Paolo Zanei.

6. Framework of data communication and dissemination

Personal data will not be communicated or disseminated except for the institutional purposes of the University in the cases established by law and regulations.

7. Rights on personal data

Data subjects are entitled at any time to exercise the rights guaranteed by the art. 7 of the privacy code against the University, that are:

- The right to obtain confirmation of the existence of personal data concerning them, whether not registered yet, and their intelligible communication;
- The right to be informed a) of the source of the personal data, b) of purposes and methods of the processing, c) methods applied in case of processing data helped by electronic tools, d) identification data of the data controller and, in case, of data processor, e) subjects or categories of



subjects that may receive the communication of personal data or that may learn about them as appointed representative in the State, or as data processors or as persons tasked with processing;

- Right to obtain a) data's updating, rectification or, if interested, integration b) erasure, anonymization, or blocking of any data processed in breach of the law, including those which retention is unnecessary according to the purposes for which data have been collected or later processed, c) the certification that the operation referred to let. a) and b) have been communicated, including his contents, to those to whom data have been disseminated. These fulfillments will not be made if impossible, or if it entails a disproportionate use of means compared to the protected right.
- The right to object, in whole or in part, on legitimate grounds, to the processing of data.

In order to exercise the rights guaranteed by the art. 7 is possible to send a specific request to the email address dir.dss@unitn.it.