



## **Policy on processing personal data of digital database identity system (ADA) of the University of Trento**

**according to the art. 13 of the Law decree n. 196 of the 30 June 2003**

### **Whereas**

The Law decree n. 196 of the 30 June 2003 (Code about protection of personal data, hereinafter “privacy code”) provide the protection of persons and of 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

### **Purposes of the processing data**



The University (hereinafter University) informs that personal data are processed within the University's institutional purposes, especially for what concern the management of the information related to the digital identity of teaching and administrative staff, students, coworkers and guests of the University, the granting of the account of the University necessary in order to permit access and profiled use of online services within the limits established by law, by the rules and respecting the general principle of correctness, lawfulness, transparency, relevance and non surplus, determined by the privacy Code.

### **Method of processing data**

The access to the personal data is only for institutional purposes. University guarantees technical, organizational, logistics and procedural security measures determined by the privacy Code.

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.

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.

### **Nature of data transmission**

Personal data transmission (name, surname, address, tax code, date of birth, email address, belongings, role, location activity, society or external organization) is obligatory for the management person's digital identity of those who are related to the University.

### **Data controller and data processor**

Data controller is University of Trento, via Calepina 14, 38122 Trento (TN).

Data processor is the manager of the Management Information Services and Information technology services, doctor Andrea Mongera.

### **Framework of data communication and dissemination**

Within the institutional purposes, data may be communicated to the subjects for which communication is required by European law, law or regulations/contracts.