



UNIVERSITÀ DEGLI STUDI
DI TRENTO

POLICY ON PROCESSING PERSONAL DATA OF THE AUTHORS OF SCIENTIFIC PRODUCTION PUBLISHED IN THE OPEN ACCESS RESEARCH DATABASE OF UNIVERSITY OF TRENTO

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

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

Purposes of the processing data

The University (hereinafter University) informs that personal data are collected within the University's institutional purposes, especially for what concern the scientific production published by the authors related to the University.

Method of processing data

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.

Processing data entails for the author the commitment to promptly communicate rectification, integration and updating of personal data previously provided.

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

Providing personal data is compulsory. Failure to provide such data entails impossibility to provide the operations necessary for the access and the inclusion of the scientific productions in IRIS by the University Lybrary System

Data controller and data processor

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

Data processor is dr. Alex Pellacani, manager ad interim of the Direction of University Research and Library System.

Framework of data communication and dissemination

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

Data subject's rights

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 iris@unitn.it.