



POLICY ON THE PROCESSING OF PERSONAL DATA OF PERSONNEL ENGAGED IN RESEARCH PROJECTS WITH THE UNIVERSITY OF TRENTO

According to the art. 13 of 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



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University of Trento (hereinafter University), as Data controller, informs that personal data are processed within the institutional purposes of the University, especially for what concern the certification of the labor cost of research projects, the documentation of project hours and the administrative and financial reporting activities, in fulfillment of the obligations established by law.

Method of the processing data and nature of the 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.

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

Nature of data transmission

Providing personal data is compulsory. Failure to provide personal data entails the impossibility to record the projects research labor costs.

Data controller and data processor

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

The data processor is dr Alex Pellacani.

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..

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 vanessa.ravagni@unitn.it