



## **Information on the processing of personal data for the purpose of administering course evaluation questionnaires**

### **Information on the processing of personal data under article 13 of the GDPR**

Regulation EU 2016/679, the "General Data Protection Regulation" (GDPR), provides that everyone has the right to the protection of personal data concerning him or her.

Pursuant to Article 13 of the GDPR, the University of Trento provides students who wish to take the final exam of the course that is being surveyed (hereinafter the "data subjects") with the information below.

#### **1. Data controller**

The data controller is the **University of Trento**, via Calepina n. 14, 38122 Trento (TN); email: [ateneo@pec.unitn.it](mailto:ateneo@pec.unitn.it); [ateneo@unitn.it](mailto:ateneo@unitn.it).

#### **2. Contact details of the data protection officer**

The **Data Protection Officer** can be contacted at the following email address: [rpd@unitn.it](mailto:rpd@unitn.it)

#### **3. Purpose of the processing and legal basis**

The University of Trento processes personal data as part of the performance of its public interest tasks as well as for the fulfilment of legal obligations (Article 6, (1), (e) and (c) of the GDPR) and, in particular, for the purpose of detecting the students' opinions on the quality of teaching it provides. These surveys are in fact a requirement for course accreditation pursuant to Ministerial Decree 47/2013 (Annex A, (e), Quality Assurance Requirements) and subsequent implementing provisions, and are also an important tool that teaching staff and course coordinators can use to collect information and monitor the quality of teaching.

#### **4. Categories of processed data**

Students are invited to complete the course evaluation questionnaire when they sign up to take the final exam of the course. The data of data subjects (student ID) are associated with data retrieved from the University's computer systems (e.g. the code of the programme of study; programme of study identifier; enrolment type identifier; year of enrolment identifier; date/time of completion of the questionnaire; date/time of activation of the questionnaire, data concerning the faculty member giving the course, etc.). This association is temporary and allows the University to present the student with the course evaluation questionnaire and to link it to the programme of study. This association ceases before the student begins to fill in the questionnaire, therefore making it completely anonymous (it is not possible to link the questionnaires to the students). However, the University's computer systems retain the information that the student has completed a questionnaire relating to



that specific course (year/faculty etc.). This is done to avoid the possibility that a student would fill out more than one questionnaire, which would falsify the evaluation required by law.

#### **5. Acquisition of data**

The provision of personal data is essential for submitting the questionnaire, and if you do not submit the questionnaire, you will not be able to register for the final exam of the course.

#### **6. Data processing methods**

The processing of personal data shall be carried out by automated means by authorised staff. Personal data shall be processed lawfully, fairly and transparently, in a manner that is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (GDPR, (5) (1)). No profiling is carried out, and decision are not taken solely by automated means.

#### **7. Categories of recipients of the personal data**

The results of the survey will be disseminated exclusively in aggregate form and in any case in a manner that does not make the participant in the survey identified or identifiable.

#### **8. Data storage period**

As described above, the data contained in the questionnaires are not personal data because they are anonymous.

#### **9. Rights of the data subjects**

The data subject shall exercise the rights referred to in article 15 et seq. of the GDPR at any time, and specifically:

- **access to personal data** and other information (GDPR, article 15);
- **rectification or completion of personal data** ;
- **erasure** of personal data, except where the University is required to store the data for compliance with article 17 (3) of the GDPR;
- **restriction of processing of personal data** (GDPR, article 18);
- **object to the processing** of personal data concerning them in cases where this is permitted pursuant to art. 21 of the GDPR.

In case there is an infringement of the GDPR on the processing of personal data, data subjects have the right to lodge a complaint with a data protection authority or to engage in legal proceedings by virtue of article 77 of the GDPR.