

**Information Notice to pre-registrants students, Students and enrolled participants in University educational activities**

*provided pursuant to Articles 13 and 14 of the EU Regulation n. 2016/679 (GDPR)*

Dear Data Subject,

In accordance with current legislation, the University of Genoa, in compliance with the protection of your privacy and your rights, carries out the processing of personal data concerning you in accordance with the principles set out in art. 5 of the GDPR, including lawfulness, fairness, and transparency, adequacy, relevance and limitation, accuracy and updating, data minimization, and accountability.

<b>DATA CONTROLLER</b>	<p>University of Genoa, represented by the Rector pro tempore</p> <p>The contact details are:</p> <p>Rectorate - Genoa, with registered office in Via Balbi, no. 5</p> <p>Telephone: (+39) 010209-9221, (+39) 010209-51929</p> <p>E-mail: <a href="mailto:rettore@unige.it">rettore@unige.it</a></p> <p>PEC: <a href="mailto:protocollo@pec.unige.it">protocollo@pec.unige.it</a></p>
<b>DATA PROTECTION OFFICER (DPO)</b>	<p>The data protection officer (DPO) is present at the data controller.</p> <p>The contact details are:</p> <p>Telephone: (+39) 3385021237</p> <p>e-mail: <a href="mailto:dpo@unige.it">dpo@unige.it</a></p>
<b>LAWFULNESS AND PURPOSE OF THE PROCESSING</b>	<p>The processing of personal data for the purposes listed below is carried out pursuant to Article 6, paragraph 1, letters b) and e) of the GDPR</p> <p>The processing of special categories of personal data is carried in relation to the institutional purposes of University in the field of higher education (Article 9, paragraph 2, letter g) of the GDPR and Article 2-sexies, paragraph 2, letter bb) of Legislative Decree n. 196/2003 (Privacy Code) or based on explicit consent for the processing of such data (Article 9, paragraph 2, letter a) of the GDPR).</p> <p>The personal data relating to criminal convictions and offences will be processed on the basis of Article 10 of the GDPR.</p> <p>Purposes:</p> <ul style="list-style-type: none"> <li>• Provision of the educational program and management of the university career;</li> <li>• Access to exemptions and/or benefits regarding university fees</li> <li>• Provision of financial contributions and scholarships related to the right to education;</li> <li>• Control of self-certifications concerning university fees (e.g., for exemptions and/or to benefit from any legal advantages) and/or scholarships;</li> </ul>

	<ul style="list-style-type: none"> <li>• mediation activities with teachers, interpretation activities, tutoring, transportation and similar services for students with disabilities or specific learning disorders;</li> <li>• Psychological counseling service;</li> <li>• Protection for pregnant women;</li> <li>• needs related to the performance of electoral procedures within the University;</li> <li>• Disciplinary proceedings against students;</li> <li>• Access to services provided by the University.</li> </ul>
<b>E-LEARNING and Remote Exams/Tests</b>	<p>In the event that:</p> <ul style="list-style-type: none"> <li>• lessons are delivered remotely, they may be recorded and stored until the end of the academic year on the platforms adopted by the University, without prejudice to the possibility of a further period of storage after obtaining the consent of any data subject filmed;</li> <li>• exams or tests are held remotely, the University reserves the right to adopt "proctoring" control systems.</li> </ul>
<b>CATEGORIES OF DATA PROCESSED</b>	<p>The data that may be processed for the purposes indicated above are:</p> <ul style="list-style-type: none"> <li>• personal and contact details, bank account details, passport photos or images in digital format;</li> <li>• browsing data (e.g. for distance learning and exams);</li> <li>• data relating to the composition of the family unit, personal data of individual members of the family unit, personal situations (e.g. marital status, children, dependents, blood relatives, members of the family unit) and income elements (e.g. ISEE);</li> <li>• data relating to the possession of career-related requirements necessary for the provision of the service (e.g. diplomas, intermediate test scores, final exam), data relating to previous study/work careers, as well as data relating to student mobility (e.g. enrollment in international exchange programs, grades obtained for exams taken abroad), military service;</li> <li>• data relating to health (e.g. relating to students with disabilities or who are pregnant, relating to access to benefits reserved for specific categories of students), sexual orientation and life (e.g. for any corrections of sex attribution and alias career management) to refugee status, to possession of a residence permit;</li> <li>• judicial data (e.g. in the case of students in detention).</li> </ul>

<b>OBLIGATION TO PROVIDE DATA</b>	<p>The provision of data is mandatory for the performance of activities for the pursuit of the purposes.</p> <p>The withdrawal of consent can be exercised only for optional treatments. In any case, the withdrawal of consent doesn't affect the lawfulness of the treatment based on the consent given before the withdrawal</p>
<b>SOURCE OF PERSONAL DATA</b>	<p>The data is usually collected from the data subject. In some cases, it may be obtained from other sources such as public databases, public administrations (e.g. schools), criminal records, tax assistance centers and those exercising parental authority (for minors).</p>
<b>AUTOMATED PROCESS</b>	<p>The data controller doesn't use automated decision-making processes aimed at profiling</p>
<b>DATA RETENTION</b>	<p>Personal data relating to pre-registration will be retained for two years, in relation to archiving obligations imposed by current legislation, without prejudice to unlimited retention in the event of confirmation of registration.</p> <p>Personal data relating to the university career will be stored indefinitely, in relation to the archiving obligations imposed by current legislation.</p> <p>The other data collected for the use of the services and for communications will be retained for the periods established by current legislation or by University regulations and in any case in a form that allows the identification of the data subject for a period of time not exceeding the achievement of the purposes for which these are processed.</p>
<b>RECIPIENTS OF PERSONAL DATA</b>	<p>Personal data will be processed within the University by persons authorized by the owner, or by Data Processors pursuant to art. 28 GDPR, duly trained and instructed, in compliance with official secrecy and/or professional secrecy.</p> <p>Personal data may be communicated to other public and private entities, if they need to process the same personal data for any procedures under their jurisdiction. In particular:</p> <ul style="list-style-type: none"> <li>• to take advantage of the contributions and services for the right to university study, the data will be communicated to the subjects institutionally responsible for providing such services (e.g.: ALISEO - Ligurian Agency for students and orientation);</li> <li>• for study paths that require access to healthcare and hospital facilities, including private facilities affiliated with the Regional Health Service.</li> </ul> <p>Personal data may also be communicated:</p> <ul style="list-style-type: none"> <li>• to public or private companies where teaching, research or internship activities related to the chosen study path could be carried out;</li> </ul>

	<ul style="list-style-type: none"> <li>to Data Controllers pursuant to Art. 28 GDPR that the University uses to provide services necessary for technical-administrative management, for the purpose of the requested service.</li> </ul> <p>Personal data will in any case be communicated to subjects, Authorities, to whom communication is mandatory by provisions of law or regulation.</p>
<b>TRANSFER OF PERSONAL DATA</b>	<p>Personal data may be communicated to public and private entities located outside the European Union in the cases of:</p> <ul style="list-style-type: none"> <li>student mobility (e.g. enrollment in international exchange programs for study and/or internship);</li> <li>use of distance learning platforms.</li> </ul> <p>In such cases, the transfer occurs on the basis of an adequacy decision (pursuant to art. 45 GDPR) or appropriate safeguards (pursuant to art. 46 GDPR).</p>
<b>RIGHTS OF THE DATA SUBJECT</b>	<p>The rights of the data subject as expressed by the GDPR art. 15 et seq. are:</p> <ul style="list-style-type: none"> <li>access to data (art. 15 GDPR);</li> <li>rectification of data (art. 16 GDPR);</li> <li>erasure of data (so-called “right to be forgotten”), except for data contained in documents that must be kept by the University (art. 17 GDPR);</li> <li>restriction of processing (art. 18 GDPR);</li> <li>portability (art. 20 GDPR);</li> <li>opposition to the automated processing of personal data. The opposition doesn’t affect the lawfulness of the processing carried out previously.</li> </ul>
<b>COMPLAINT</b>	<p>Without prejudice to any other administrative and judicial remedy, if you believe that the processing of your data does not comply with the provisions of the GDPR, you have the right, pursuant to art. 77 GDPR, to lodge a complaint with the Italian Data Protection Authority (<a href="http://www.garanteprivacy.it">www.garanteprivacy.it</a>) or with the Data Protection Authority of the EU State in which you habitually reside or work or where the alleged violation occurred.</p>
<b>MORE INFORMATION</b>	<p>This information notice may be subject to change. It is advisable to regularly consult the University web page <a href="https://unige.it/privacy">https://unige.it/privacy</a>. Last update to the information November 2023.</p>