



Tor Vergata University of Rome

Information relative to Articles 13 and 14 of EU Regulation 2016/679

for users who intend to enrol for admission tests and state exams, for users who intend to enrol on courses of study and for students, undergraduates, graduates, interns and doctoral students of the University of Rome Tor Vergata

<p>1. Person Nominated Responsible and DPO</p>	<p>Data Controller: University of Rome "Tor Vergata" in the person of the Rector pro tempore:</p> <ul style="list-style-type: none"> - Address: Via Cracovia 50, 00133, Roma (RM) - Telephone: 0672598753 - e-mail: rettore@uniroma2.it - PEC: direzione.generale@pec.uniroma2.it <p>Data Protection Officer (DPO):</p> <ul style="list-style-type: none"> - Address: Via Cracovia 50, 00133, Roma (RM) - Telephone: 06 7259 2151 - e-mail: rpd@uniroma2.it - PEC: rpd@pec.torvergata.it <p>Further information on the University's activities related to Privacy can be obtained by writing to the following e-mail address: privacy@uniroma2.it (Tel. 0672592151).</p>
<p>2. Typology of data dealt with</p>	<p>The University of Tor Vergata processes data related to pre-enrolment, data acquired at the time of online enrolment, during the training course and after the end of the student career to enroll in specialization courses, doctorates and internships (curricular and extracurricular), as part of its institutional activities.</p> <p>In particular, the University of Rome Tor Vergata will process personal data of users such as:</p> <ul style="list-style-type: none"> - identification data, personal data, contact details, career data, bank details; - photo, valid identity document, curriculum vitae, handwritten signature; - type of high school diploma (grade, Province, Institute and year of achievement); - type of degree obtained; - if an individual applies for benefits for the right to study (e.g. reduction of fees and contributions, scholarships, etc.), the University will acquire ISEEU (Indicatore situazione Economica Equivalente dell'Università) certification. <p>The University will also process special categories of personal data relative to art. 9 of EU Regulation 2016/679, such as:</p> <ul style="list-style-type: none"> - data relating to refugee status which may give entitlement to exemptions and scholarships; - data related to an individual's health condition for activities of mediation of the relationship with teachers, interpreting, tutoring, transport and similar services for all students with disabilities or specific learning disorders, for reimbursement of university fees and contributions (disability certificates, recognition of disabilities, DSA and medical certifications for temporary difficulties);



	<ul style="list-style-type: none">- judicial data in disciplinary proceedings against students;- data concerning sex life;- judicial data relating to detained students.
3. Source of Personal Data	<p>The personal data in the possession of the University of Rome Tor Vergata are collected directly from the person concerned and indirectly from third parties. In the latter case:</p> <ul style="list-style-type: none">- for foreign students, the personal data of those who have obtained a visa will be sent by the Embassies;- for students of the Faculty of Medicine and Surgery who have passed the admission test, the data will be sent by the MIUR;- for students transferring from other Universities or participating in joint courses of study with other Universities, the data will be transmitted by other Universities.
4. Objectives of data handling and legal basis	<p>The data subject of the processing provided at the time of registration, during the training course or after his/her career, are collected and used within the limits established by law and regulations and are processed for institutional purposes relative to art. 6 letter e) EU Regulation 2016/679. Data of a particular nature are collected and used within the limits established by law and are processed for the purposes set forth in art. 9, letter g) of EU Regulation 2016/679.</p> <p>In particular, the above mentioned data will be collected and processed for the following purposes:</p> <ul style="list-style-type: none">a. registration and holding of admission tests;b. enrolment/registration, enrolment in years subsequent to the first one and attendance of university courses in-situ and distance learning (e-learning mode);c. calculation of fees and contributions due, reimbursement of fees and contributions;d. transfer from another University;e. university career management;f. attainment of degree;g. use of guidance services;h. use of telematic and e-mail services;i. use of library services;j. access to laboratories and other protected facilities;k. use of contributions, facilities and services related to the right to university study;l. enrolment and attendance of postgraduate courses (specialization courses, master's degrees, specialisation schools, doctorate courses, training course 24 CFU, specialization in support);m. enrolment in and performance of state examinations;n. enrolment in and attendance of training days;o. enrolment in and attendance of training courses and advanced training;p. activation and frequency of curricular or extracurricular internships at Universities or Institutions/Companies, foreign or



	<p>national;</p> <p>q. mentoring services, assistance, social inclusion, support to people with disabilities or specific learning disorders (DSA);</p> <p>r. archiving and preservation of university career records, both with regard to the studies carried out and any positions held, and the qualifications obtained;</p> <p>s. election of student representatives and for any tasks related to the elective office held by the person concerned in the governing bodies of the University;</p> <p>t. statistics and historical and scientific research, anonymously;</p> <p>u. possible use of facilities related to the chronic or temporary disability of the person concerned;</p> <p>v. surveys for the evaluation of teaching;</p> <p>w. application of workplace safety measures in accordance with the provisions of Legislative Decree 81/2008;</p> <p>x. sending communications concerning university career and teaching;</p> <p>y. sending communications regarding research, welfare activities and the performance of teaching activities limited to postgraduate and PhD students;</p> <p>z. sending communications regarding public order, natural disasters and weather events, University closures, staff strikes;</p> <p>aa. allocation and management of contributions for initiatives of a scientific-cultural nature relative to D.R. 874/2014.</p> <p>The data owner does not use automatic processes aimed at profiling the interested party.</p>
<p>5. Recipients of personal data and possible data transfers abroad</p>	<p>Within the limits pertinent to the processing purposes indicated, the data will be communicated and/or in any case accessible to the teachers of the chosen course of study, to the employees and collaborators in charge of the competent offices of the University, in their capacity as authorized subjects for processing.</p> <p>The University may also communicate the personal data it holds to:</p> <ul style="list-style-type: none">- Schools, researchers, services involved in defining actions aimed at improving the quality of teaching;- external companies entrusted with the management of tests (especially in the case of courses with a local programmed number), CISIA (as autonomous holder), Embassies (in relation to any visa issued);- companies that print the degree scrolls;- certifying administrations when checking replacement declarations made for the purposes of Presidential Decree 445/2000;- local authorities for the purposes of any subsidies in favour of particular categories of students;- State Attorney's Office, Ministry of Foreign Affairs, Questure (Police Offices), Public Prosecutor's Office in relation to residence permits, recognition of particular status;- insurance bodies for the resolution of accident cases;



	<ul style="list-style-type: none">- Regional Management Bodies;- Bodies with administrative-management autonomy set up in accordance with current regulations on the right to university studies and other institutions to promote international student mobility, for the purposes of assessing the economic benefits and the allocation of housing;- Inland Revenue Agency for 730 in the case of doctoral or postgraduate students;- MIUR (Ministry of Education, University and Research);- public and private entities to allow students to benefit from facilitations, subsidies and services. In order to favour their integration in the territory and in the university environment, data concerning exchange students may also be communicated to bodies, institutes, associations or cooperatives;- funders of prizes, doctoral scholarships and grants, including foreign bodies, in the case of students and/or doctoral students who have benefited from funding;- other Italian and foreign universities, involved in training courses with the issue of joint degrees;- professional orders and colleges;- penitentiary services;- affiliated health facilities;- Region and Territorial Labour Directorate;- CARIS (University Commission for the inclusion of students with disabilities and DSA);- members of the Examination Boards;- External bodies/companies providing training and professional updating services;- Public or private bodies where teaching or research or internship activities related to the chosen course of study could be carried out (national or foreign);- CINECA;- ANVUR (National Agency for the Evaluation of the University System and Research). <p>Finally, the Data Controller may communicate the data to natural and legal persons who provide consultancy or service to the University. In this case, these subjects will act as Data Processors relative to and for the purposes of Article 28 of the Regulations.</p> <p>The list of suppliers can be obtained by writing to the Data Protection and Digital Storage Office (privacy@uniroma2.it).</p>
6. Duration of Conservation of Personal Data	<p>The data collected will be stored for a period of time not exceeding the achievement of the purposes for which they are processed ("principle of limitation of storage", art.5, GDPR) or in accordance with the deadlines required by law. The data will be stored in accordance with the rules regarding the conservation of administrative documentation. The data necessary to reconstruct the student's career will be kept indefinitely.</p>



7. Rights of the interested party	The interested party is entitled to: - ask the owner (by writing to the e-mail address privacy@uniroma2.it), relative to Articles 15, 16, 17, 18, 19, 20, 21 of Regulation (EU) 2016/679, access to their personal data and the rectification or cancellation of the same or the limitation of their processing or to oppose their processing, in addition to the right to portability of data; - lodge a complaint with a supervisory authority (Garante Per La Protezione Dei Dati Personali, Piazza Venezia 11, http://www.garanteprivacy.it).
8. Obligation to provide data	The provision of data is a necessary requirement for the provision of the services requested by users. Any refusal implies the impossibility to provide the requested services.
9. Modality of data handling	The personal data provided will be subject to processing operations in compliance with the above mentioned regulations and the confidentiality obligations that inspire the activity of the Owner. The data will be processed both by computer and on paper and on any other suitable type of support, in compliance with the appropriate security measures relative to art. 5 par. 1 letter F of the GDPR.
10. Transfer of data abroad	The data collected, for the pursuit of any of the above mentioned institutional purposes, may have to be transferred to a country outside the European Union (so-called third country). The Data Controller assures from now on that such transfer will only take place to third countries with respect to which there is an adequacy decision of the European Commission (art.45 GDPR) or to third countries that provide one of the guarantees indicated as adequate by art.46 GDPR.
11. Information Note Dated:	22/01/2020

If the data is provided through the Delphi portal, the user must declare that they have read the above information by checking the box on the portal.

If the data is provided by filling in paper forms, the user must declare that they have read the above information by filling in the following section.

I declare that I have read the above information (Information relative to Articles 13 and 14 of EU Regulation 2016/679 for users who intend to enrol in admission tests and state exams, for users who intend to enrol on courses of study and for students, undergraduates, graduates, postgraduates, trainees and doctoral students of the University of Rome Tor Vergata).

Name: _____ **Surname** _____

Date: ____/____/____ **Signature** _____