



UNIVERSITÀ DEGLI STUDI DI ROMA “FORO ITALICO”

INFORMATION NOTICE FOR CANDIDATES PARTICIPATING IN SELECTION PROCEDURES FOR INTERNATIONAL MOBILITY PROGRAMMES

(pursuant to EU Regulations 679/2016)

This notice is pursuant to article 13 of Regulations (EU) 2016/679 on the protection of natural persons and personal data (“GDPR”). It provides main information on the processing of personal data collected by the Università degli Studi di Roma “Foro Italico” (“University” and/or “Data Controller”) based on the purposes listed below.

By processing of personal data, we mean any operation or set of operations, carried out by the University with or without the aid of automated processes and applied to personal data, collected, recorded, modified, processed, adapted, consulted, communicated, transmitted, disseminated, made available, compared, interconnected, deleted, destroyed.

Data Controller and DPO	<p>Data Controller: Università degli Studi di Roma “Foro Italico” Legal Representative: Rector Piazza Lauro de Bosis, 15 – 00135 ROMA e-mail: privacy@uniroma4.it PEC: rettorato@pec.uniroma4.it</p> <p>Data protection Officer (DPO) e-mail: dpo@uniroma4.it PEC: privacy.uniroma4@pec.it</p>	
Subjects	Candidates participating in selection procedures for international mobility programmes (Erasmus+, research/thesis abroad)	
Processed personal data	<ul style="list-style-type: none"> • Personal data: such as personal details details (first name, last name, tax code, date and place of birth, residence, nationality), Contact details (email address, telephone number); Work experience, education, qualifications, language certificates, publications; digital photo, visa/residency permit for extra-EU students; visa for students participating in mobility programmes to extra-EU countries; bank details for the payment of mobility fees; ISEE for the payment of MIUR contributions. • Special categories of personal data, ex art. 9 of GDPR, in the CV or in some other documents transmitted to the University by the person concerned in order to access to additional funding specifically provided by international mobility programmes 	
Source of data	Data are collected directly from subjects.	
Purposes of processing operations		Lawful bases for processing
<ul style="list-style-type: none"> a) Allowing candidates’ participation in selection procedures and carrying out all related activities; b) Organization of guidance activities; 		Compliance with a legal obligation to which the controller is subject (art. 6, paragraph 1, letter c, of GDPR).

<ul style="list-style-type: none"> c) Score determination and ranking; d) Determination of the amounts of international mobility grants; e) Defence of the University's rights in civil, criminal and/or administrative litigation; f) Use of telematic and e-mail services (incoming students who are registered by the International Relations Office) ; g) Scholarships, additional funding, benefits (Laziodisco catering services) and additional services (OLS online language course) ; h) Managing mobility, missions, national and international travel; i) Management of ECTS assessment and conversion of academic results obtained abroad; j) Management of curricular and extra-curricular traineeships within the Erasmus+ traineeship programme; k) Sending information about candidates' official academic transcript; l) Access to laboratories and other facilities; m) Statistical surveys and historical and scientific research, improvement of services (aggregated and anonymized data) ; 	<p>Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (art. 6, paragraph 1, letter e, of GDPR).</p> <p>Regulation EU 2021/817 of the 20 May 2021 establishing Erasmus+.</p> <p>With specific reference to purposes under letters g), i) and j) also L.D. 105/2003, enacted into Law 170/2003.</p>
<ul style="list-style-type: none"> n) Communication of contact details to students by explicit request, for the dissemination of information and sharing of experiences and problems related to international mobility programmes; o) Communication of contact details to student unions (ESN, Erasmus in Campus) in order to facilitate the integration of students participating in mobility programmes and to offer them additional counselling services; p) Sharing of mobility experience through publication on the institutional website (and/or other means of dissemination) of reports, photographs and/or videos provided to the International Relations Office; q) Management of support and mediation activities for students with disabilities or with specific learning difficulties (DSA). 	<p>The data subject has given consent to data processing (pursuant to article 6, paragraph 1, letter a) also with specific reference to the processing of special categories of personal data pursuant to article 9 of the GDPR.</p>
<p>Data Controller does not use automatic processes aimed at profiling data subjects.</p> <p>Provision of personal data for the purposes referred to in points a), b), c), d), e), f), g), h), i), j), k), l) and m) of the whole information notice is necessary and mandatory to perform the aforementioned purposes. Should such data not be provided, the student will not be able to participate in the selection procedure and University will not be able to perform the aforementioned purposes.</p> <p>Provision of personal data for the purposes referred to in points n), o), p) and q) of the above-mentioned information notice is optional. Any refusal to provide personal data will result in the controller's inability to acquire information relevant to the improvement of its services, the impossibility for the University to communicate contact details to students who request them in order to share similar experiences, and the</p>	

	<p>impossibility to adequately disseminate the results of mobility projects and increase their visibility.</p> <p>The provision of data for the purposes of point q) is optional, provided that in the absence of such data the University will not be able to guarantee either any additional score in ranking, or the access to additional funding specifically provided by international mobility programmes or support in the host institutions, where applicable.</p> <p>Processing of aggregated or anonymous data does not require application of the Privacy Code and the GDPR.</p>
<p>Recipients of data</p>	<p>Personal data shall be processed by the staff of the University responsible for the pursuit of the above-mentioned purposes, who have been authorized for data processing.</p> <p>Personal data, in fulfilment of legal, regulatory and/or contractual obligations, may also be disclosed to public and/or private entities such as, but not limited to:</p> <ul style="list-style-type: none"> • Public and/or private parties, or competent authorities, such as: <ul style="list-style-type: none"> <input type="checkbox"/> MIUR; <input type="checkbox"/> CINECA; <input type="checkbox"/> National Agency for Erasmus+ (Italy); <input type="checkbox"/> European Commission; <input type="checkbox"/> Universities and research institutions located in the Member States and countries participating in the Erasmus+ Programme (European Economic Area); <input type="checkbox"/> Universities and research institutions located in extra-EU countries; <input type="checkbox"/> Local authorities (Laziodisco), Ministry of Foreign Affairs, Italian representations abroad, foreign representations in Italy; <input type="checkbox"/> Public or private parties as companies located in the Member States and countries participating in the Erasmus+ Programme (European Economic Area) - in the case of students selected for mobility programmes aimed at internship (Erasmus+ Traineeship); • Student Unions (ESN, Erasmus in Campus); • Banking and insurance institutions, etc; • Internal and external collaborators of the University; • Affiliated suppliers (travel agencies, hotels, etc.) <p>Data may be processed on behalf of the University by external companies and/or professionals appointed as Data Controllers in compliance with art. 28 of the GDPR.</p>
<p>Transfer of personal data abroad</p>	<p>Collected personal data may have to be transferred to organizations abroad (e.g. partner universities) in order to carry out international study, traineeship,</p>

	<p>research, teaching and training activity. Transfer to extra-EU countries, apart from third countries that ensure an adequate level of protection based on the adequacy decision of the European Commission, shall take place in such a way as to ensure appropriate safeguards pursuant to articles 46, 47 or 49 of GDPR</p>
Data storage time	<p>Collected data will be detained for the time strictly necessary to achieve the above-mentioned purposes, without prejudice to any retention terms imposed by the law or other regulations. Data will be stored in accordance with regulations on the retention of administrative documents.</p> <p>For instance, data concerning ranking, minutes or credits acquired abroad may be kept indefinitely also for historical interest and in accordance with the archiving obligations imposed by the current legislation (D.P.R. 28 December 2000 n. 445, D.Lgs. 22 January 2004 n. 42, D.P.C.M. 3 December 2013).</p>
Rights of data subjects	<p>Data subject at any time may exercise his/her rights by:</p> <ul style="list-style-type: none"> - asking the Data Controller (by writing to the e-mail privacy@uniroma4.it, using the form available in the University website in the section Privacy) in accordance with articles 15, 16, 17, 18, 19, 20, 21 of the GDPR, access to his/her own personal data and obtain data update, rectification or erasure or limit their processing; object to processing of personal data as well as the right to data portability. Cancellation is not permitted for data contained in records that must be retained by the University. - lodging a complaint with the Supervisory Authority responsible for data protection (Garante Per La Protezione Dei Dati Personali, Piazza Venezia 11, Roma, protocollo@pec.gpdp.it, https://www.garanteprivacy.it).
Data processing methods	<p>Data collection is carried out in accordance with the principles of pertinence, completeness and data minimisation in relation to the purposes for which they are processed</p> <p>Processing operations are carried out through manual, computer and telematic tools in accordance with the principles of lawfulness, fairness and transparency pursuant to article 5 of the GDPR and in such a way as to guarantee its security and protect the confidentiality of data subject.</p>
Information notice update	<p>From time to time, the University may make changes to this information notice to reflect changes in legal obligations, or the way in which it processes personal data.</p> <p>Last update: 22/11/2022</p>
Consent to the processing of Personal Data	<p>In relation to the processing of my personal data in order to share mobility experiences and to promote the integration of students referred to in:</p>

n) Communication of contact details to students by explicit request, for the dissemination of information and sharing of experiences and problems related to international mobility programmes.

I deny consent I give my consent

o) Communication of contact details to student unions (ESN, Erasmus in Campus) in order to facilitate the integration of students participating in mobility programmes and to offer them additional counselling services.

I deny consent I give my consent

p) Sharing of mobility experience through publication on the institutional website (and/or other means of dissemination) of reports, photographs and/or videos provided to the International Relations Office.

I deny consent I give my consent

In relation to the processing of special categories of my personal data pursuant to article 9 of the GDPR and present in the CV or in other documentation which I have transmitted to the University, having the purpose referred to in:

q) Management of support and mediation activities for students with disabilities or with specific learning difficulties (DSA).

I deny consent I give my consent

In relation to the processing of my personal in the specific case they must be transferred to third countries that do not comply with criteria listed under art. 45 and 46 of the GDPR, as mentioned under “Transfer of personal data abroad” of present notice.

I deny consent I give my consent

Name Surname

Signature
