



UNIVERSITÀ DEGLI STUDI DI ROMA “FORO ITALICO”

INFORMATION NOTICE ABOUT THE PROCESSING OF PERSONAL DATA FOR CANDIDATES PARTICIPATING IN SELECTION PROCEDURES FOR INTERNATIONAL MOBILITY PROGRAMMES, PURSUANT TO REGULATIONS (EU) 679/2016 ON THE PROTECTION OF PERSONS AND PERSONAL DATA

This notice is pursuant to article 13 and 14 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”) based on the purposes listed below.

The processing of personal data means any operation or set of operations, undertaken by the University with or without the aid of automated processes and applied to personal data or set of personal data which are collected, recorded, modified, processed, adapted, consulted, communicated, transmitted, disseminated, made available, compared, interconnected, deleted or destroyed. In accordance with article 5, paragraph 1, letter a) of the GDPR, personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject, thus ensuring the appropriate security of their data and rights.

Data Controller	Università degli Studi di Roma “Foro Italico”, represented by the Dean as legal representative. Registered office: Piazza Lauro de Bosis, 15 – 00135 ROME E mail: privacy@uniroma4.it PEC: rettorato@pec.uniroma4.it
Data Protection Officer (DPO)	Ing. Ingrid Cristina Giuli Bicescu Indirizzo e-mail: dpo@uniroma4.it PEC: privacy.uniroma4@pec.it Nominato ai sensi dell’art.37 del GDPR
Subjects	Candidates participating in selection procedures for Erasmus+ international mobility programmes
Processed personal data	<u>General Data</u> : <i>Personal details</i> (first name, last name, tax code, date and place of birth, residence, nationality), <i>Contact details</i> (email address, telephone number); <i>Work experience, education, qualifications, language certificates, publications; digital photo, visa/residency permit for non-EU students; visa for students participating in mobility programmes to non-EU countries; bank details for the payment of mobility fees; ISEE for the payment of MIUR contributions.</i> <u>Special categories of personal data</u> (article 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

Purposes of processing operations	Lawful bases for processing
a) Allowing candidates’ participation in selection procedures and carrying out all related activities	Public interest or exercise of official authority (in accordance with article 6, paragraph 1, letter e) and on the basis of article 45 of GDPR)
b) Organization of guidance activities	
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 email 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)	
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).	

Data processing methods	<p>Processing operations are carried out through manual, computer and telematic tools, based on the aforementioned purposes and in order to ensure the security and confidentiality of data in accordance with the applicable rules.</p> <p>Collected data are processed and stored at the University. Data may be processed on behalf of the University by external companies and/or professionals appointed as Data Controllers, and data can thus be potentially processed through tools and in places attributable to them.</p>
Data storage time	<p>In accordance with the principles of lawfulness, purpose limitation and data minimisation pursuant to article 5 of the GDPR, the University will process personal data for the time strictly necessary to achieve the above mentioned purposes, without prejudice to any retention terms imposed by the law or other regulations.</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 Dec 2000 n. 445, D.Lgs. 22 Jan 2004 n. 42, D.P.C.M. 3 Dec 2013).</p>

<p>Recipients of data</p>	<p>Personal data can be processed by the staff of the University responsible for the pursuit of the above mentioned purposes, who have been expressly authorised for data processing and who have received appropriate operational instructions and training.</p> <p>Personal data can be sent to:</p> <ul style="list-style-type: none"> • Public and/or private parties, or competent authorities, such as: <ul style="list-style-type: none"> ┆ MIUR; ┆ CINECA; ┆ National Agency for Erasmus+ (Italy); ┆ European Commission; ┆ Universities and research institutions located in the Member States and countries participating in the Erasmus+ Programme (European Economic Area); ┆ Universities and research institutions located in non-EU countries; ┆ Local authorities (Laziodisco), Ministry of Foreign Affairs, Italian representations abroad, foreign representations in Italy; ┆ 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>The full and up-to-date list of Controllers shall be available and accessible upon the data subject's request.</p>
<p>Transfer of personal data to non-EU countries</p>	<p>In order to pursue some of the aforementioned institutional purposes, collected data may have to be transferred to a non-EU country (i.e. third country).</p> <p>The University assures that data transfers to non-EU countries shall only take place to third countries that ensure an adequate level of protection, based on the adequacy decision of the European Commission (pursuant to article 45 of the GDPR), or to third countries that have provided appropriate safeguards as indicated by article 46 of the GDPR.</p> <p>Some services provided by and for the University may involve the transfer of personal data to a non-EU third country, i.e. "cloud" services offered by some of the major international providers (e.g. Google, Microsoft).</p>

Rights of the data subject	<p>In accordance with articles 15, 16, 17, 18, 19, 20, 21, and 22 of the GDPR, at any time the data subject may exercise his/her rights against the Data Controller, and, in addition to the information contained in this information notice, he is entitled to: obtain confirmation in an intelligible and free way (where possible) of the existence of his/her data with the Data Controller; obtain data update, rectification or integration or erasure in the case of a breach of law or if the personal data are no longer necessary; object to processing of personal data on legitimate grounds or for the purpose of sending advertising material, direct sale, market research, commercial communications, as well as the right to data portability.</p> <p>In order to exercise the rights described above, as well as to denounce any violations of the rules on personal data processing, the data subject can contact the University using the Data Controller's contact details indicated in "Contact details of the Data Controller". However, in accordance with article 77 of the GDPR, in the event that the above mentioned procedures are not considered adequate, complaints or reports may be lodged with the Supervisory Authority responsible for data protection, using the relevant contact details: www.garanteprivacy.it.</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: 05/08/2019</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> <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.</p> <p><input type="checkbox"/> I deny consent <input type="checkbox"/> I give my consent</p> <p>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> <p><input type="checkbox"/> I deny consent <input type="checkbox"/> I give my consent</p> <p>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.</p> <p><input type="checkbox"/> I deny consent <input type="checkbox"/> I give my consent</p> <p>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</p>

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

First name / Surname

Signature
