UNIVERSITÀ DI PARMA

PRIVACY DISCLOSURE - Monitoring EU GREEN Masterclass Participation.
Information document pursuant to and in accordance with Article 13 of Regulation (EU) 2016/679 (GDPR)

1. DATA CONTROLLER AND CONTACTS
The Data Controller is the **University of Parma**, located at Via Università 12, 43121 Parma (PR), Italy, in the person of its pro-tempore Legal Representative, who can be contacted for any information by: phone: +39 0521 902111, e-mail: protocollo@unipr.it, pec: protocollo@pec.unipr.it

DATA PROTECTION OFFICER AND CONTACTS
The **University of Parma** has appointed its Data Protection Officer (DPO) pursuant to Articles 37, 38 and 39 of the GDPR. The DPO can be reached at the Controller's office listed above and via e-mail by writing to: e-mail: dpo@unipr.it, pec: dpo@pec.unipr.it

2.MAIN DEFINITIONS
Please note that Article 4 of the GDPR provides the following definitions:

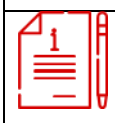
- **Personal data means** any information relating to an identified or identifiable natural person ("**data subject**"); an identifiable person is one who can be identified, directly or indirectly, by reference in particular to an identifier such as a name, an identification number, location data, an online identifier, or to one or more features of his or her physical, physiological, genetic, mental, economic, cultural or social identity.

It is specified that the owner will process personal data such as:
biographical data, contact data, identification data, age group data, school information (in case of prospective future students) and other information necessary for the purpose of booking and managing activities related to events and services provided by the University.

3. PURPOSE OF PROCESSING, LEGAL BASIS, STORAGE PERIOD, NATURE OF CONFERMENT

	PURPOSE OF PROCESSING	LEGAL BASIS.	DATA RETENTION PERIOD	NATURE OF CONTRIBUTION
A)	**Monitoring of activities and reporting to the EU. Counting of participants in the Masterclasses proposed by the University within the EU GREEN project in presence or distance mode**, using the appropriate online form.	Processing is necessary for the performance of a task carried out in the public interest or in connection with the exercise of official authority vested in the data controller (Art. 6(1)(e) GDPR).	Personal data will be processed for the duration of the project.	The provision of data is necessary for the performance of a task of public interest or related to the exercise of public authority. Failure to provide personal data will make it impossible to perform a task of public interest or related to the exercise of public authority

4. RECIPIENTS OF THE DATA
Personal data will be communicated to entities that will process the data as autonomous Data Controllers, or Data Processors (Art. 28 GDPR) and processed by individuals (Art. 29 GDPR) acting under the authority of the Data Controller and Data Processors on the basis of specific instructions given regarding the purposes and methods of processing. The data will be communicated to recipients belonging to the following categories:
- Subjects, based in Italy, who manage/support/assist, even only occasionally, the Owner in the administration of the Information System and telecommunications networks (including e-mail, websites and/or web platforms);

	- suppliers, providers of video conferencing services exclusively for the purpose of the delivery of the events themselves, based in Italy, EEA or Extra EEA countries; - collaborators and faculty, based in Italy; - Competent authorities for fulfillment of legal obligations and/or provisions of public bodies, upon request. - EU GREEN project partner based in SEE country\. The list of Art. 28 Data Processors is available by writing toprotocollo@unipr.it or the other contact details above.
	**5. TRANSFER OF DATA TO COUNTRIES OUTSIDE SEE** Personal data will be transferred to countries outside the EEA. Data transfer outside the European Economic Area (EEA) occurs depending on the tool used to deliver the requested event or service. The chosen providers also have data centers located outside the EEA. The Data Controller then assessed the conditions underlying the data transfer and the related safeguards, through analysis of contracts and information such as security certifications provided by the providers of the services in question. Links to the data processing policies of the main providers used to deliver UNIPR events and services follow for further information: - Microsoft - Teams - Microsoft - Office For information about the guarantees inherent in the transfer of data outside the EEA, interested parties can write toprotocollo@unipr.it
	**6. AUTOMATED PROCESSES** Personal data will be subject to traditional manual, electronic and automated processing. It should be noted that fully automated decision-making processes are not carried out.
	**7. RIGHTS OF INTERESTED PARTIES** Data subjects may assert their rights as expressed in Art. 15 et seq. GDPR, by contacting the DPO/RPD at e-mail:dpo@unipr.it or by contacting the Data Controller at e-mail: protocollo@unipr.it, or by writing to the above contacts. The data controller guarantees data subjects the possibility of requesting, at any time, access to their personal data (art.15), rectification (art.16), deletion of the same (art.17), and restriction of processing (art.18). The data controller shall communicate (art. 19), to each of the recipients to whom the personal data have been transmitted, any rectification or erasure or restriction of processing carried out. The data controller shall communicate to data subjects who request such recipients. In the cases provided for by the GDPR (art.20), the controller guarantees the right to portability and, in the case of requests under art.20, the controller will provide data subjects with the data in a structured, commonly used and machine-readable format. In the cases provided for by the GDPR (art.21), it is recognized that data subjects have the right to object, at any time, to the processing of data based on the performance of a task of public interest, by writing to the contacts above with the subject "objection." In the event that data subjects believe that the processing of personal data carried out by the Data Controller is in violation of the provisions of Regulation (EU) 2016/679, they are free to file a complaint with the Supervisory Authority, particularly in the member state where they usually reside or work, or in the place where the alleged violation of the regulation occurred (Privacy Guarantor https://www.garanteprivacy.it/), or to take appropriate legal action.
	**8. INFORMATIONAL CHANGES** The owner may change, modify, add or remove any part of this Notice. In order to facilitate verification of any changes, the Notice will contain an indication of the date the Notice was updated.

Update date: FEBRUARY 2025