



UNIVERSITÀ DI PARMA

2022

DATA PROTECTION REGULATION **DATA RETENTION POLICY** ANNEX

Automatically translated by DeepL

Data Retention Policy

Type of Treatment	Purpose of Treatment	Period of conservation	Main normative references
Orientation university	The data is treated for favour actions of accompaniment e monitoring atte a preventing dispersion school. The data are treaties, for example, in context of: registration at events of orientation; participation in interviews individual of orientation; sending of notifications to interested parties for initiatives of orientation o new courses; improvement of orientation activities and of reduction of abandonment, also via paths	The data can be archived and maintained for a maximum period of 10 years evaluated on the base of term maximum duration of the path university referred to individual concerned	Art. 5(e) of Reg EU 2016/679 Art. 99 Legislative Decree 196/2003 thus as integrated e amended by Legislative Decree 101/2018
Education delivery and career management (from matriculation to graduation)	The data is processed to enable the management of student career events such as study plan management, exam registration and graduation application.	Unlimited	Art. 1 decree ministerial 30 May 2001 (G.U. 175 of 30 July 2001) " Identification of essential career data of students" Art. 5(e) of EU Reg. 2016/679
Internship and Job Placement		The data will be retained indefinitely but will be used for the purpose for which it is processed for no longer than 5 years after termination of student status	Art. 1 decree ministerial 30 May 2001 (G.U. 175 of 30 July 2001) " Identification of essential career data of students" Art. 5(e) of Reg.

			EU 2016/679
Disciplinary proceedings	Conduct of disciplinary proceedings	Unlimited for final measures 5 years for revoked or annulled measures	//
Legal proceedings	Fulfil specific obligations or perform specific tasks provided for by laws, European Union legislation, regulations or collective agreements, including company agreements, for the sole purpose of managing the employment relationship. To assert or defend in judicial venue a right.	10 years after termination of the relationship/contract/ exhaustion of treatment	Art. 9 c. 2 of EU Reg 2016/679 Garante Authorisation No. 7/2016
Management financial e administrative	Treatment carried out for activities administrative-accounting, i.e. connected to performance of activities of nature organisation, administrative, financial and accounting, functional to the fulfilment of obligations contractual obligations e tax i.e. activities administrative, treasury e control of management (invoicing active e liabilities, balance sheet, accounting, customer administration and suppliers, control of management e treasury). Treatment aimed at payment of emoluments. Treatment finalised the granting of refunds towards students, as well as verification of payments towards the University	10 years	Art. 2220 c.c.

Human Resources	Treatment carried out for activities administrative-accounting, i.e. related to the performance of activities of nature organisational internal, functional activities	Libro Unico del Lavoro (LUL, formerly Libro matricola): 5 years since the last registration. Accident register: 4 years since the last registration.	Art. 2220 c.c. Ministerial Decree 9 July 2008 Article 6(2)
	the fulfilment of contractual and pre-contractual obligations with reference to the employment contract, relating to the management of the employment relationship in all its phases (trade union, social security, health, hygiene and safety at work); in detail activities of administration personnel administration, attendance recording, interface with external social security and welfare institutions and labour consultants, attendance recording activities. Recruitment activities (search for potential employees and selection interviews).	Other personal data of employees: unlimited. Candidates' personal data: maximum 12 months after collection.	

IT Information Systems	<p>Management of the corporate information system. Application of minimum security measures. Maintenance and assistance with domain users. Maintenance and support with respect to software, hardware, e-mail and servers.</p>	<ul style="list-style-type: none"> - Domain user deactivation: immediate upon termination of employment. - Deactivation of e-mail account of the employee: immediate upon termination of employment. - Accounts traceable to identified or identifiable persons must be removed after deactivating of them and the simultaneous adoption of automatic systems aimed at informing third parties and providing them with alternative addresses referring to the data controller's professional activity. - Contents of terminated employee e-mail messages: for a time commensurate with the ordinary needs of managing the e-mail services services, including system security needs, for a maximum period of 24 months. 	<p>Art. 2220 c.c.</p> <p>Provision of the Garante on waste by electrical equipment and electronic equipment (WEEE) and data security measure of 13/10/2008.</p> <p>Access to e-mail of employees - 22 December 2016 (Provision of the Supervisory Authority).</p>
		<ul style="list-style-type: none"> - Data that are processed for administrative accounting purposes: maximum 10 years. - Administrators' system logs (logical accesses): 6 months. <p>Delete and Insert link to the</p> <ul style="list-style-type: none"> - LOG Policy - Life cycle of digital identities 	
Promotion of the Athenaeum (Marketing and Events)	<p>The processing is aimed at the promotion of events and initiatives promoted by the Athenaeum.</p>	<ul style="list-style-type: none"> - Treatment data performed a purposes of marketing direct: 24 months after the collection of the 	

	<p>processing is aimed at the management of conferences, events organised by the University. Processing carried out for marketing purposes direct i.e.</p> <p>sending material advertising or sales direct o by the completion of research of market o of communication commercial e-mails, telephone calls, SMS, MMS. Processing of dissemination of personal data (name surname, photograph, video)</p> <p>via publication on domain-based websites, social media</p>	<p>consensus. Processing data for dissemination purposes:</p> <ul style="list-style-type: none"> - Employees: - following the termination of the employment relationship, for <p>what concerning the dissemination on websites, social network pages images will remain on such channels and in the archives of the holder of the treatment for the period of time needed for the University to update the platforms, which will not exceed 3 years (estimated time for</p> <p>periodic review of these channels) with next removal; - following of termination of employment relationship until ad exhaustion of stocks of material product (e.g. brochure, catalogues, leaflets) that contain the image. At next sample production the image will no longer reproduced on the material in object.</p>	//
Digital Identity Management temporary	Creation of a temporary digital identity of those who intend to	At the establishment of the relationship with the University (transition to the status of	
	<p>starting a relationship with the university or intending to access its services (e.g. future students, future teaching or technical-administrative staff, future collaborators). In particular, i data will be processed to allow upon stabilisation of the relationship with the University (completion of enrolment, recruitment, etc.) the issue of definitive University credentials (University account) access and the use of online services.</p>	<p>student or employee e.g.) or after 6 months.</p>	

