






UNIVERSITÀ DI PARMA





PRIVACY POLICY - Civic Access and Generalised Civic Access
Information document pursuant to and for the purposes of Article 13 of Regulation (EU) 2016/679 (GDPR)





	<p>1. DATA CONTROLLER AND CONTACTS</p> <p>The Data Controller is the University of Parma, with registered office in via Università 12, 43121 Parma (PR), Italy, in the person of the Rector, its pro-tempore Legal Representative, who may be contacted for any information by: telephone: +39 0521 902111, e-mail: protocollo@unipr.it, pec: protocollo@pec.unipr.it</p>
	<p>DATA PROTECTION OFFICER AND CONTACTS</p> <p>The University of Parma has appointed its Data Protection Officer (DPO) - Data Protection Officer) pursuant to Articles 37, 38 and 39 of the GDPR. The DPO can be contacted at the Controller's offices indicated above and by e-mail by writing to: e-mail: dpo@unipr.it, pec: dpo@pec.unipr.it</p>
	<p>2. MAIN DEFINITIONS AND DATA</p> <p>Please note that Article 4 of the GDPR provides the following definitions:</p> <ul style="list-style-type: none">- Personal data shall mean 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, identification number, location data, an online identifier or to one or more factors specific to his or her physical, physiological, genetic, mental, economic, cultural or social identity.- Special data (see Art. 9 GDPR): personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, as well as genetic data, biometric data intended to uniquely identify a natural person, data relating to a person's health or sex life or sexual orientation.- Data relating to criminal convictions and offences or related security measures (cf. Art. 10 GDPR): personal data disclosing measures referred to in Article 3(1)(a) to (o) and (r) to (u) of Presidential Decree no. 313 of 14 November 2002 on criminal records, register of offence-related administrative sanctions and related charges pending, or the status of accused person or person under investigation pursuant to Articles 60 and 61 of the Code of Criminal Procedure. <p>It is specified that the holder will process the data provided by the person opening the application.</p>



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3. PURPOSE OF PROCESSING, LEGAL BASIS, PERIOD OF STORAGE, NATURE OF PROVISION OF DATA, SOURCE OF DATA

 PURPOSE OF PROCESSING	 LEGAL BASIS	 DATA RETENTION PERIOD	 NATURE OF PROVISION / SOURCE OF DATA
Personal data will be processed by the University of Parma in the performance of its institutional functions in order to comply with the obligations deriving from the rules on civic access contained in Legislative Decree no. 33 of 14 March 2013, in particular for the purpose of responding to access requests, as well as, where , to protect in court to assert their rights.	(Art. 6.1.c GDPR) - Fulfilling a legal obligation to which the holder is subject	Once the purposes for which they are processed have been fulfilled, personal data may be kept for longer periods in with current archiving regulations.	In the absence of the provision of personal data classified as 'compulsory', no reply can be provided to the person concerned.

	4. RECIPIENTS OF DATA <p>Employees and collaborators, including external collaborators, of the University of Parma and subjects who provide services instrumental to the above purposes (such as, for example, technical services) may become aware of the personal data. These subjects will act as Data Processors or Persons in Charge of the treatment.</p>
	5. TRANSFER OF DATA TO COUNTRIES OUTSIDE THE EEA <p>The Data Controller assures as of now that such non-EU transfer will only take place to third countries in respect of 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 of the GDPR, or, in exceptional cases, on the basis of the exceptions pursuant to Art. 49(1) of the GDPR. For information on the guarantees inherent in the transfer of data outside the EEA, data subjects may write to protocollo@unipr.it</p>
	6. AUTOMATED PROCESSES <p>Personal data will be subject to traditional manual, electronic and automated processing. Please note that no fully automated decision-making processes are carried out.</p>
	7. RIGHTS OF THE PERSONS CONCERNED <p>Data subjects may assert their rights as expressed in Art. 15 et seq. GDPR, by contacting the DPO/RPD at the e-mail address: dpo@unipr.it or by contacting the Data Controller at the e-mail address: protocollo@unipr.it, or by writing to the contacts indicated above.</p> <p>The data controller guarantees data subjects the possibility of requesting, at any time, access to their personal data (Art. 15), rectification (Art. 16), erasure (Art. 17) and restriction of processing (Art. 18). The data controller communicates (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 inform those recipients who so request. In the cases provided for by the GDPR (art.20), the data controller guarantees the right to portability and, in the case of requests pursuant to art.20, the data controller shall provide the data subjects with the data in a structured, commonly used and machine-readable format automatic. In the cases provided for by the GDPR (Art. 21), data subjects are granted the right to object, in</p>



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	<p>at any time, to the processing of data for the performance of a task in the public interest, by writing to the above-mentioned contacts with the subject line 'objection' and, in cases where the legal basis is consent, data subjects are granted the right to withdraw the consent given, without prejudice to the lawfulness of the processing based on the consent given prior to the withdrawal.</p> <p>In the event that data subjects consider that the processing of personal data carried out by the Controller is in breach of the provisions of Regulation (EU) 2016/679, they are free to lodge a complaint with the Supervisory Authority, in particular in the Member State in which they habitually reside or work, or in the place where the alleged breach of the Regulation occurred (Garante Privacy https://www.garanteprivacy.it/), or to take appropriate legal action.</p>
	<p>8. INFORMATION CHANGES</p> <p>The holder may change, amend, add or remove any part of this Policy. In order to facilitate the verification of any changes, the Policy will contain an indication of the date on which the Policy was updated.</p>

Date of update: 14/03/2025

The Data Controller

University of Parma