



# UNIVERSITÀ DI PARMA

## PRIVACY POLICY - REGISTRATION FOR EVENTS AND UNIVERSITY SERVICES




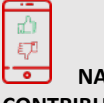
Information document pursuant to and for the purposes of Article 13 of Regulation (EU) 2016/679 (GDPR)



	<b>1. DATA CONTROLLER AND CONTACTS</b> The Data Controller is the <b>University of Parma</b> , with registered office in via Università 12, 43121 Parma (PR), Italy, in the person of its pro-tempore Legal Representative, who may be contacted for any information by: telephone: +39 0521 902111, e-mail: <a href="mailto:protocollo@unipr.it">protocollo@unipr.it</a> , pec: <a href="mailto:protocollo@pec.unipr.it">protocollo@pec.unipr.it</a>
	<b>DATA PROTECTION OFFICER AND CONTACTS</b> The <b>University of Parma</b> has appointed its own Data Protection Officer (DPO) 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: <a href="mailto:dpo@unipr.it">dpo@unipr.it</a> , pec: <a href="mailto:dpo@pec.unipr.it">dpo@pec.unipr.it</a>
	<b>2.MAIN DEFINITIONS</b> Please note that Article 4 of the GDPR provides the following definitions: - <b>Personal data shall mean</b> any information relating to an identified or identifiable natural person (' <b>data subject</b> '); 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 factors specific to his or her physical, physiological, genetic, mental, economic, cultural or social identity.  It is specified that the controller will process personal data such as: personal data, contact details, identification data, age group data, information on the school they belong to (in the case of prospective students) and other information necessary for the booking and management of activities related to events and services provided by the University.

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

	PURPOSE OF PROCESSING	LEGAL BASIS	DATA RETENTION PERIOD	NATURE OF CONTRIBUTION
A)	<b>Registration for University events and services provided in presence or at a distance</b> , by means of a special booking service. At the end of the booking procedure, the dedicated application will display the unique identification code associated with the booking; it will also be possible to download the booking summary in PDF format, which must be presented to the access control officers before attending the event or shown to the service provider. The PDF summary will in any case be forwarded by e-mail to the address specified at the time of booking.  Administrative and related management activities, such as sending communications relating to the booking of the event or service to participants.	Data processing is necessary for the performance of a contract, at the request of the data subject (C44). Art. 6(1)(b) GDPR.	Personal data will be processed for as long as it is necessary for the organisation of event or service and no later than 60 days after the event or appointment, unless otherwise specified within the booking window.	The provision of data is, in general, necessary for the performance of activities related to the management of bookings made. Refusal will result in failure to complete the booking process and the consequent inability to attend the event or use the service.
B)	<b>Allow interested parties to participate in the event or obtain the requested service</b> , in presence or in webinar/distance mode, including through specific video conferencing platforms	Data processing is necessary for the performance of a contract, at the request of the data subject (C44). Art. 6(1)(b) GDPR.	The personal data collected during participation in the event or service (e.g. identification data related to the account used for participation,	The provision of data is, in general, necessary for participation in events or use of services. Refusal will result in the failure to



 PURPOSE OF PROCESSING	 LEGAL BASIS	 DATA RETENTION PERIOD	 NATURE OF CONTRIBUTION
		log files, etc.) will be retained for as long as necessary for the organisation of the event or service and no longer than 60 days after the conclusion of the event.	complete the booking process and the consequent inability to participate in the event or use the service.
D) <b>Prevention and conduct of disputes</b> and other legal aspects. <b>Defence in case of litigation.</b>	The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Art. 6(1)(e) GDPR).	Until the subsistence of the existing relationship and its expiry for the time necessary for the defence in court, unless opposed.	The provision of data is obligatory for the performance of a task in the public interest or in connection with the exercise of public authority. Failure to provide personal data makes it impossible to perform a task of public interest or connected with the exercise of public authority

	<b>4. RECIPIENTS OF DATA</b> 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 natural persons (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: <ul style="list-style-type: none"> <li>- subjects based in Italy, who manage/support/assist, even only occasionally, the Controller in the administration of the Information System and telecommunications networks (including e-mail, websites and/or web platforms);</li> <li>- suppliers, providers of video conferencing services exclusively for the purpose of the provision of the events themselves, based in Italy, in EEA or non-EEA countries;</li> <li>- collaborators and lecturers, based in Italy;</li> <li>- Competent authorities for the fulfilment of legal obligations and/or provisions of public bodies, upon request.</li> </ul>
	<b>5. TRANSFER OF DATA TO COUNTRIES OUTSIDE THE EEA</b> Personal data may be transferred to countries outside the EEA. The transfer of data outside the European Economic Area (EEA) takes place depending on the tool used to deliver the requested event or service. The providers chosen to deliver webinars also have data centres located outside the EEA. The Data Controller has therefore assessed the conditions underlying the transfer of data and the related guarantees, through the analysis of contracts and information such as security certifications provided by the providers of the services in question. Below, for further information, are links to the data processing policies of the main providers used for the provision of events and online/webinar services: <ul style="list-style-type: none"> <li>- Google - Youtube</li> <li>- Google - Meet</li> <li>- Zoom <a href="https://zoom">https://zoom</a></li> <li>- Cisco - Webex</li> <li>- Microsoft - Teams</li> <li>- Facebook <a href="https://it-it.facebook">https://it-it.facebook</a></li> </ul>



	<p><b>6. AUTOMATED PROCESSES</b></p> <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>
	<p><b>7. RIGHTS OF THE PERSONS CONCERNED</b></p> <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: <a href="mailto:dpo@unipr.it">dpo@unipr.it</a> or by contacting the Data Controller at the e-mail address: <a href="mailto:protocollo@unipr.it">protocollo@unipr.it</a>, 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 event 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. In the cases envisaged by the GDPR (art.21), data subjects are granted the right to object, at any time, to the processing of data based on the performance of a task in the public interest, by writing to the contacts above with the subject line "objection".</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 <a href="https://www.garanteprivacy.it/">https://www.garanteprivacy.it/</a>), or to take appropriate legal action.</p>
	<p><b>8. INFORMATION CHANGES</b></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>

Update date: MARCH 2025

**The Data Controller**

**University of Parma**

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