






# UNIVERSITÀ DI PARMA

## PRIVACY NOTICE – Data processing Exercising your rights

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

This notice describes how the University of Parma processes personal data provided via the form dedicated to submitting requests to exercise the rights provided for by the GDPR (Articles 15–22) and applicable national provisions.





	<p><b>1. DATA CONTROLLER AND CONTACT DETAILS</b></p> <p>The Data Controller is the <b>University of Parma</b>, with registered office at 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 via: telephone: +39 0521 902111, email: <a href="mailto:protocollo@unipr.it">protocollo@unipr.it</a>, certified email: <a href="mailto:protocollo@pec.unipr.it">protocollo@pec.unipr.it</a></p>
	<p><b>DATA PROTECTION OFFICER AND CONTACTS</b></p> <p>The <b>University of Parma</b> has appointed its Data Protection Officer (DPO) in accordance with Articles 37, 38 and 39 of the GDPR. The DPO can be contacted at the Data Controller’s address indicated above and by email at: email: <a href="mailto:dpo@unipr.it">dpo@unipr.it</a>, certified email: <a href="mailto:dpo@pec.unipr.it">dpo@pec.unipr.it</a></p>
	<p><b>2. KEY DEFINITIONS AND DATA PROCESSED</b></p> <p>Please note that Article 4 of the GDPR provides the following definitions:</p> <ul style="list-style-type: none"> <li>- <b>Personal data:</b> any information relating to an identified or identifiable natural person (‘<b>data</b> subject’); a natural person is considered identifiable if they can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to their physical, physiological, genetic, mental, economic, cultural or social identity.</li> <li>- <b>Special categories of data</b> (see Article 9 of the 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 concerning a person’s health, sex life or sexual orientation.</li> <li>- <b>Data relating to criminal convictions and offences or related security measures</b> (see Article 10 of the GDPR): personal data revealing measures referred to in Article 3(1)(a) to (o) and (r) to (u) of Presidential Decree No. 313 of 14 November 2002, No. 313, concerning criminal records, the register of administrative penalties arising from criminal offences and related pending proceedings, or the status of defendant or suspect within the meaning of Articles 60 and 61 of the Code of Criminal Procedure.</li> </ul> <p>The following types of data will be processed:</p> <ul style="list-style-type: none"> <li>• personal details</li> <li>• contact details</li> <li>• data relating to the request (description, type of right exercised, references useful for the preliminary investigation);</li> <li>• any supporting documentation (e.g. copy of identity document, power of attorney, additional attachments);</li> <li>• any data belonging to special categories (Art. 9 GDPR) or data relating to criminal convictions and offences (Art. 10 GDPR) only if provided by the data subject or if necessary for the processing of the request, within the limits permitted by law.</li> </ul> <p><b>METHODS OF PROCESSING</b></p> <p>The personal data collected will be processed using both paper-based and electronic means.</p>





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	Such processing is carried out in accordance with the principles of lawfulness, fairness, transparency, data minimisation, integrity and confidentiality, as provided for by Regulation (EU) 2016/679 (GDPR). The use of AI is limited to the stated purposes and does not involve fully automated decisions that produce legal effects or significantly affect the data subject, except in cases where this is explicitly provided for and in compliance with the safeguards set out in Article 22 of the GDPR.
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### 3. PURPOSES OF PROCESSING, LEGAL BASIS, RETENTION PERIOD, NATURE OF PROVISION, SOURCE OF DATA

 PURPOSE OF THE PROCESSING	 LEGAL BASIS	 RETENTION PERIOD DATA	 NATURE OF PROVISION / SOURCE OF DATA
The data you provide will be processed to manage the exercise of your rights.	Processing is necessary to comply with a legal obligation to which the Data Controller is subject and for the performance of tasks carried out in the public interest in connection with the University's institutional functions (Article 6(1)(c) and (e) of the GDPR), in relation to the management of requests to exercise the rights provided for in Articles 12–22 of the GDPR.	The data is retained for the time necessary to process the request and to document the relevant response. Generally speaking, documentation relating to requests is retained for up to 5 years from the closure of the case, unless further retention is required in the event of litigation, audits or legal obligations.	Although the provision of data is optional, it is necessary to process and manage the request. Failure to provide the essential information (including any elements required to verify identity) may make it impossible to process the request.

	<p><b>4. RECIPIENTS OF THE DATA</b></p> <p>The data may be disclosed to:          internal departments and units responsible for processing and managing the request;          IT and form management service providers (acting as Data Processors pursuant to Article 28 of the GDPR);          public authorities or supervisory bodies, in the cases provided for by law.</p>
	<p><b>5. TRANSFER OF DATA TO COUNTRIES OUTSIDE THE EEA</b></p> <p>The Data Controller hereby confirms that such transfers outside the EU will only take place to third countries for which the European Commission has issued an adequacy decision (Article 45 of the GDPR), or to third countries that provide one of the safeguards deemed adequate under Article 46 of the GDPR, or, in exceptional cases, on the basis of the derogations provided for in Article 49(1) of the GDPR. For information regarding the safeguards relating to the transfer of data outside the EEA, data subjects may write to <a href="mailto:protocollo@unipr.it">protocollo@unipr.it</a>.</p>



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A red line-art icon of a human head profile with gears inside, symbolizing automated processes.	<p><b>6. AUTOMATED PROCESSES</b> Personal data will be processed manually, electronically and by automated means. Please note that no fully automated decision-making processes are carried out.</p>
A red line-art icon of a document with a pencil, symbolizing changes to a policy.	<p><b>7. CHANGES TO THIS POLICY</b> The data controller may change, amend, add to or remove any part of this Policy. To make it easier to check for any changes, the Policy will include the date on which it was last updated.</p>

Date of update: **APRIL 2026**

The Data Controller  
**University of Parma**