



UNIVERSITÀ DI PARMA

PRIVACY NOTICE – Data Processing

For reporting a potential data breach (breaches of personal data)

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





This notice describes how the University of Parma processes personal data provided via the form dedicated to reporting a potential data breach, as required by the GDPR (Articles 33–34) and applicable national provisions.



	<p>1. DATA CONTROLLER AND CONTACT DETAILS</p> <p>The Data Controller is the University of Parma, 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: protocollo@unipr.it, certified email: protocollo@pec.unipr.it</p>
	<p>DATA PROTECTION OFFICER AND CONTACTS</p> <p>The University of Parma 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: dpo@unipr.it, certified email: dpo@pec.unipr.it</p>
	<p>2. KEY DEFINITIONS AND DATA PROCESSED</p> <p>Please note that Article 4 of the GDPR provides the following definitions:</p> <ul style="list-style-type: none"> - Personal data: any information relating to an identified or identifiable natural person (‘data 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. - Special categories of data (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. - Data relating to criminal convictions and offences or related security measures (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. <p>The following types of data will be processed:</p> <ul style="list-style-type: none"> • personal details; • contact details; • data relating to the reporting of a potential data breach (any login credentials for devices or applications, any locations visited, and, optionally, any further useful information relating to the incident). <p>METHODS OF PROCESSING</p> <p>The personal data collected will be processed using both paper-based and electronic means. 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 Data Controller implements appropriate technical and organisational measures to ensure a level of security appropriate to the type of data processed.</p>



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3. PURPOSES OF PROCESSING, LEGAL BASIS, RETENTION PERIOD, NATURE OF PROVISION, SOURCE OF DATA

 PURPOSE OF PROCESSING	 LEGAL BASIS	 RETENTION PERIOD DATA	 NATURE OF PROVISION / SOURCE OF DATA
<p>Your personal data (personal details and contact details) are processed exclusively for the performance of functions connected with and necessary for the management of your report, in accordance with Articles 4, 33 and 34 of Regulation (EU) 2016/679.</p>	<p>The 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).</p>	<p>The data is retained for the time necessary to manage the report and to complete the administrative procedure. Generally speaking, documentation relating to applications 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.</p>	<p>The provision of data, without prejudice to the provisions of Article 33(4) of Regulation (EU) 2016/679, is mandatory, and failure to provide such data means that the duty to notify the supervisory authority of the breach cannot be deemed to have been fulfilled.</p>

	<p>4. RECIPIENTS OF THE DATA</p> <p>The data will be processed exclusively by the staff and collaborators of the University's DPO, the Data Protection Officer or the companies expressly designated as data processors. Apart from these cases, the data will not be disclosed or communicated to third parties, except where it is necessary to communicate them to other parties involved in the investigation and in cases specifically provided for by national or European Union law.</p> <p>The data may be disclosed to:</p> <ul style="list-style-type: none"> • internal offices and departments responsible for investigating 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>5. TRANSFER OF DATA TO COUNTRIES OUTSIDE THE EEA</p> <p>The Data Controller hereby guarantees that such transfers outside the EU will only take place to third countries for which an adequacy decision has been issued by the European Commission (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.</p> <p>For information regarding the safeguards relating to the transfer of data outside the EEA, data subjects may write to protocollo@unipr.it.</p>



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	6. AUTOMATED PROCESSING Personal data will be processed using traditional manual and electronic methods.
	7. CHANGES TO THE PRIVACY POLICY 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.

Date of update: **APRIL 2026**

The Data Controller
University of Parma