



UNIVERSITÀ DI PARMA

PRIVACY NOTICE – MANAGEMENT OF COMPETITIONS FOR THE SELECTION OF STAFF AND THE AWARD OF COLLABORATION AND TEACHING ASSIGNMENTS

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

	1. DATA CONTROLLER AND CONTACT INFORMATION The Data Controller is the University of Parma , with headquarters at Via Università 12, 43121 Parma (PR), Italy, in the person of its current Legal Representative, who may be contacted for any information via: phone: +39 0521 902111, email: protocollo@unipr.it , certified email (PEC): protocollo@pec.unipr.it
	DATA PROTECTION OFFICER AND CONTACT INFORMATION 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 reached at the Data Controller's office indicated above and via email at: email: dpo@unipr.it , certified email (PEC): dpo@pec.unipr.it
	2. KEY DEFINITIONS Please note that Article 4 of the GDPR provides the following definitions: - Personal data: any information relating to an identified or identifiable natural person (“data subject”); an identifiable natural person is one who 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 the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person. - Special categories of personal data (see Art. 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, and data concerning a person's health, sex life, or sexual orientation. - Data relating to criminal convictions and offenses or related security measures (see Art. 10 GDPR): personal data revealing measures referred to in Article 3, paragraph 1, letters a) through o) and r) through u) of Presidential Decree No. 313 of November 14, 2002, No. 313, concerning criminal records, the registry of administrative sanctions resulting from criminal offenses, and related pending charges, or the status of a defendant or suspect pursuant to Articles 60 and 61 of the Code of Criminal Procedure. Please note that the data controller will process: - personal data such as: personal details, residence, identification data, contact information, data regarding professional experience, qualifications, and any bank account information; - special categories of personal data, such as information regarding health status; - judicial data, such as data relating to criminal convictions and offenses

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

	PURPOSE OF PROCESSING	LEGAL BASIS	RETENTION PERIOD	NATURE OF PROVISION
A)	Performance of all activities necessary for allow access to the management service insolvency proceedings , through a specific platform, which generates a identifier that will then be used for publish the results of the interim exams (see (see below). All data provided is recorded by the contest management platform	Art. 6, para. 1, subpar. b) GDPR. Execution of pre-contractual measures and related contractual participation in the competition announcements. Art. Section 6(1)(b).	Data relating to accesses to the designated platform and the traffic (e.g., time and the duration of connection) are deleted or made anonymous when not	The provision of data is necessary for completion of the activities related to the management of the application for participation in the competition.



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	 PURPOSE OF THE PROCESSING	 LEGAL BASIS	 DATA RETENTION PERIOD	 NATURE OF DATA PROVISION
	and from the management of the electronic protocol.		will no longer be necessary for the transmission of the communication, unless otherwise provided by law (maximum 12 months). Personal data collected during the application process for the competition via the designated platform will be retained for 10 years or for the period required by law regarding any non-contractual and contractual issues that may arise.	Failure to provide this information will make it impossible for the University to process your application.
B)	Verification of compliance with the requirements for participation in the selection tests (qualifications, resume), the absence of any impediments to participation, and the subsequent administration of the tests. Activities related to the administration of the competition, including the sending of subsequent communications by the Data Controller via email to the provided contact information. In order to improve access to call for applications, once the competition has ended, the data will be aggregated or anonymized so that the user cannot be identified, for statistical or scientific research purposes.	Art. 6(1)(c) GDPR—legal obligation. Art. 2, para. 7, Presidential Decree 487/94 and Presidential Decree 313/2002. To verify that the requirements for participation in the selection tests are met and that there are no impediments to participation, judicial data will also be processed. The processing will be carried out in accordance with the provisions provided for in Art. 10 of the GDPR and Art. 2-octies of Legislative Decree 196/2003, as amended) (relevant legal provisions: Art. 2, para. 7, Presidential Decree 487/94, as amended, and Article 3 of Presidential Decree 313/2002.	Data pertaining to ineligible candidates will not be retained. The remaining data collected (exam records and test results) will be retained for the period established by applicable law or by the University Regulations.	Providing this data is necessary to verify eligibility and allow participation in the competitive exam. Failure to provide this data will make it impossible for the University to allow you to participate.
C)	Conduct of competitive exams for the recruitment of Executive Staff, PTA (technical and administrative staff), CEL (language assistants and experts), and Technologists (technical support and	Art. 6(1)(c) GDPR—legal obligation (pursuant to Presidential Decree No. 82 of June 16, 2023)	The data will be retained for a period no longer than that necessary for the purposes	Providing data is optional for verifying eligibility and enabling the



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	 PURPOSES OF THE PROCESSING	 LEGAL BASIS	 RETENTION PERIOD DATA	 NATURE OF THE PROVISION
	(administrative and research activities), pursuant to Article 24-bis of Law 240/2010, in person .		for which they were collected or subsequently processed in accordance with legal requirements.	participation in the competition in person.
D)	Verification of the applicant's chronic or temporary disability for the possible use of accommodations during the competitive examination. To ensure participation in the competition for individuals with learning disabilities (DSA), so as to allow them to participate on an equal footing with other candidates, pursuant to Article 20 of Law No. 104/92 and Article 16 of Law No. 68/1999.	Art. 6(1)(c) GDPR—Legal Obligation Art. 2 of Law No. 170 of October 8, 2010, No. 170, provisions regarding learning disabilities. Law of February 5, 1992, No. 104, Framework Law on Assistance, Social Integration, and the Rights of Persons with Disabilities. Art. 9, para. 2, subpar. g) GDPR – “processing necessary for reasons of substantial public interest of substantial public interest [...]” Art. 2-sexies, para. 2, subpar. bb) of the Privacy Code: substantial public interest in the field of education and training in school, vocational, higher, or university settings.	Any special categories of data collected will be retained for 5 years in the event of requests for access to records or appeals.	Providing this data is mandatory to enable the University to comply with legal obligations, and to allow data subjects to participate in competitive exams on an equal footing (pursuant to Art. 20 of Law No. 104/92 and Article 16 of Law No. 68/1999). Failure to provide data will result in exclusion from the selection procedures.
E)	Publication of the results of preliminary screenings or interim exams on the University's website , in the designated section, using the identification code generated at the time of application.	The processing is necessary to comply with a legal obligation to which the data controller is subject (C45). Article 6(1)(c) of the GDPR. The publication of the final ranking list in the designated section of the University's website will include the of the eligible candidates,	The results, including the participants' identification codes, will remain online for 6 months.	The provision of personal data is mandatory, as it is essential for complying with legal obligations.



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	 PURPOSE OF THE PROCESSING	 LEGAL BASIS	 RETENTION PERIOD DATA	 NATURE OF PROVISION
		in accordance with the provisions of Article 19, paragraph 1, of Legislative Decree 33/2013, as amended by Article 1, paragraph 145, Law of December 27, 2019, 160.		
F)	Prevention and handling of disputes and other legal matters. Defense in the event of litigation.	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 data controller (Article 6(1)(e) of the GDPR).	For the duration of the existing relationship and until its expiration, for the time necessary to defend against legal proceedings, unless you object.	The provision of data is mandatory for the performance of a task carried out in the public interest or in the exercise of official authority. Failure to provide personal data will make it impossible to perform a task carried out in the public interest or in the exercise of official authority
G)	Prevention and prosecution of fraud and any unlawful activity.	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 data controller (Article 6(1)(e) of the GDPR).	The data will be retained for as long as strictly necessary to conduct the audits and, should any irregularities emerge, until the final conclusion of any administrative, accounting, or judicial proceedings and until the expiration of the relevant deadlines for statute of limitations.	.



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	4. RECIPIENTS OF THE DATA Personal data will be disclosed to parties who will process the data as independent Data Controllers or Data Processors (Art. 28 of the GDPR) and processed by natural persons (Art. 29 of the GDPR) acting under the authority of the Data Controller and Data Processors based on specific instructions provided regarding the purposes and methods of processing. The data will be disclosed to recipients belonging to the following categories: - entities based in Italy that manage, support, or assist—even if only occasionally—the Data Controller in the administration of the Information System and telecommunications networks (including email, websites, and/or web platforms); - suppliers and service providers, including Cineca Consorzio Interuniversitario, as the provider of the PiCA service, with headquarters in Italy; - the Single Recruitment Portal, as referred to in Article 35-ter of Legislative Decree No. 165 of March 30, 2001 (www.InPA.gov.it), for mandatory communications to candidates (e.g., exam schedule and results); - other public administrations for any proceedings falling within their institutional jurisdiction, as well as all public entities to which, when the relevant conditions are met, disclosure is mandatory under EU provisions, laws, or regulations; - Competent authorities for the fulfillment of legal obligations and/or provisions issued by public bodies, upon request; The list of Data Processors pursuant to Article 28 is available by writing to protocollo@unipr.it or using the other contact details provided above.
	5. TRANSFER OF DATA TO COUNTRIES OUTSIDE THE EEA Personal data will not be transferred to countries outside the EEA. Specifically, the data will be stored in Italy, and the recipients of the data are located in Italy and Europe.
	6. AUTOMATED PROCESSES Personal data will be processed manually, electronically, and automatically. Please note that no fully automated decision-making processes are carried out.
	7. RIGHTS OF DATA SUBJECTS Data subjects may exercise their rights as set forth in Articles 15 et seq. of the GDPR by contacting the DPO at the email address: dpo@unipr.it , or by contacting the Data Controller at the email address: protocollo@unipr.it , or by writing to the contact information provided above. The Data Controller guarantees data subjects the right to request, at any time, access to their personal data (Article 15), rectification (Article 16), erasure (Article 17), and restriction of processing (Article 18). The Data Controller notifies (Art. 19) each recipient to whom personal data has been disclosed of any rectifications, erasures, or restrictions on processing that have been made. The Data Controller informs the data subjects of such recipients upon request. In the cases provided for by the GDPR (Article 20), the data controller guarantees the right to data portability, and, in the event of requests pursuant to Article 20, the data controller will provide the data subjects with the data in a structured, commonly used, and machine-readable format. In the cases provided for by the GDPR (Article 21), data subjects have the right to object, at any time, to the processing of data based on the performance of a task carried out in the public interest by writing to the contacts listed above with the subject line “objection.” If data subjects believe that the processing of their personal data by the Data Controller violates the provisions of Regulation (EU) 2016/679, they are free to file a complaint with the supervisory authority, specifically in the Member State where they habitually reside or work, or in the location where the alleged violation of the Regulation occurred (Data Protection Authority https://www.garanteprivacy.it/), or to bring the matter before the appropriate courts.



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8. CHANGES TO THIS PRIVACY POLICY

The Data Controller may change, modify, add, or remove any part of this Privacy Policy. To make it easier to check for any changes, the Privacy Policy will include the date on which it was last updated.

Last Updated: **SEPTEMBER 2026 The Data**

Controller
University of Parma