

Information Policy

Information policy pursuant to art. 13 of EU Regulation 2016/679 for the protection of personal data (GDPR)

Pursuant to art. 13 of EU Regulation 2016/679 (hereinafter "GDPR"), the Department of Civilization and Forms of Knowledge of the University of Pisa (hereinafter "the University" or the "Data Controller") – with headquarters in Lungarno Pacinotti 43 Pisa, Italy -, in its capacity as Data Controller of personal data, in the person of the *pro tempore* Rector, notifies you that your personal data will be treated by the University itself through manual or electronic or automated processing, IT or telematic tools, with logic strictly related to the purposes listed below and, in any case, in order to guarantee the security and confidentiality of the data.

Identity and contact details of the Data Controller and the person responsible for the protection of personal data

The Data Controller is the University, in the person of the *pro tempore* Rector, with headquarters in Lungarno Pacinotti 43 Pisa.

The Data Controller has appointed a Data Protection Officer (Responsible for the protection of personal data) whom you can contact to exercise your rights or to get information relating to them and / or this Information Policy, by writing to the Department of Civilization and Forms of Knowledge, at the University of Pisa Lungarno Pacinotti 43, Pisa or by sending an e-mail to the address responsabileprotezionedati@unipi.it

Purpose and legality of the treatment

Your personal data are processed by the Data Controller pursuant to art. 6 of the GDPR. The specific purposes of processing and the related legal bases are indicated below:

Purpose of processing	Legal bases of processing
Management of invitations for event organization and photographic video shoots in the context of these events	Pursuit of the legitimate interest of the Data Controller in the processing or of third parties 1
Management of University events relating to the processing of particular data	Express consent to the processing of personal data
Marketing activities	Express consent to the processing of personal data

Nature of the provision and consequences of refusal

The provision of data whose lawfulness is based on the legitimate interest of the Data Controller is **necessary** for participation in the event, therefore any refusal will result in the objective impossibility of pursuing the related processing purpose (the paragraph "Purpose, legal basis and lawfulness of the processing"). In fact, occasionally your personal data such as photos and images (for example, for events such as conventions and promotional videos) may be acquired: such data may be used for internal or external purposes, even possibly for purposes related to the promotion of the image of the University and its initiatives with regard to customers and resellers.

The provision of data whose lawfulness is based on consent is **optional** and requires your consent, always revocable in the way described below. In fact, such data can be acquired to propose customized menus in case of food intolerances or allergies or to facilitate participation in events in the case of the handicapped. In the event that such data were not provided, the processing would in any case be followed up, but not being able to take advantage of these services.

For these activities the University may use external companies, to which it transmits your personal data, including any images or videos, in full compliance with the provisions of the law.

Categories of the recipients of personal data

The personal data provided may be disclosed to third parties, such as the companies organizing the events, photographers and videomakers, hotel and / or restaurant facilities, industry sector partners. All those belonging to the categories to which the data can be communicated will use them in their role as "Data processors" specifically appointed by the University pursuant to art. 28 of the GDPR or self-employed "Data Collectors".

The data will also be processed by persons specifically authorized to do so by the Data Controller, pursuant to the GDPR. The personal data processed by the University **can be** disseminated through publication on business social networks.

Transfers outside the EU

For the pursuit of the processing purposes described above, your personal data may be transferred to the above-indicated recipients in Italy and abroad.

Under no circumstances will your personal data be transferred outside the European Union.

Personal data retention period

The personal data processed by the Data Controller will be stored at the Data Controller's registered office for the time necessary for the execution of the service. Subsequently, the data will be archived until the statutory limitation period with reference to the individual rights that can be enforced. After these terms, your data will be anonymized or deleted, unless it is necessary to keep it for other and different purposes provided for by express provision of the law.

Below, the details of the duration of the data retention period for the purposes described above, or the criteria used to determine this period (special data are indicated in italics):

Purposes	Categories of personal data	Deadlines for cancellation
Management of invitations for event organization and photographic video shooting as part of these events. Event management relating to the processing of particular data	<ul style="list-style-type: none">• Name, address or other elements of personal identification• Any food allergies/intolerance• Any data relating to the disabled	For the entire duration of the event and at the most for the following 12 months
Management of invitations for event organization and photographic video shooting as part of these events.	<ul style="list-style-type: none">• Photographs and video footage	10 years from the date of the event unless there is interest related to the Data Controller's history

Automated decision making

In pursuing the processing purposes described above, no decision is taken based solely on the automated processing that could produce legal effects that concern you or that similarly has an effect on your person.

Rights of the interested party

Pursuant to and for the purposes of the GDPR, the following rights - that you can exercise with regard to the Data Collector - are recognized for you as an interested party:

a) access and confirmation that personal data concerning you are being processed or not, also for the purpose of your being aware of the processing and verifying its lawfulness as well as the data's correctness and updating. In this case, you will be able to obtain access to your personal data and information, in particular that relating to the purposes of the processing, to the categories of personal data in question, to the recipients or categories of recipients to whom the personal data have been or will be communicated, to the retention period, etc.;

b) the correction, where they are inaccurate, of the personal data concerning you, as well as their integration where they are considered incomplete in relation to the purposes of the processing. During this period, the Data Collector undertakes not to present the data as certain or definitive, especially to third parties;

c) the deletion of data concerning you, where the data are no longer necessary with respect to the purposes for which they were collected. Please note that cancellation is subject to the existence of valid reasons. If the Data Controller has communicated to other Data Controllers or Managers data concerning you, he is obliged to delete them, adopting reasonable measures, including technical ones, to inform other data controllers that they are processing the personal data in question, and should delete any link, copy or reproduction of the same (the so-called right "to be forgotten"). Their cancellation cannot be performed if the processing is necessary, among other things, for the fulfillment of a legal obligation or for the performance of a task of public interest and for the assessment, exercise or defense of a right in court;

d) the limitation of processing. By limitation of the processing we also mean, among other things, the possibility of transferring the processed data to a system that is no longer accessible, for storage only and unchangeable. This does not mean that the data are deleted but that the Data Controller must avoid using them during the period of the related block. This would be particularly necessary in the event that a persistent use of inaccurate and illicitly stored data, could

damage you. In this case, you can object to the deletion of your personal data and ask instead that their use is limited. In the case of data rectification or opposition, you can request the limitation of the processing of those data for the period during which the Data Controller is carrying out the correction or is evaluating the request of opposition. A further case is due to the fact that personal data are necessary for you to ascertain, exercise or defend a right in court, but the Data Controller no longer needs them for the processing purposes;

e) the opposition, at any time, for reasons related to your particular situation, to the processing of personal data concerning you in cases where the processing itself is necessary for the performance of a task of public interest or related to the exercise of public authority vested in the Data Controller or if the processing is necessary for the pursuit of the latter's legitimate interest or of third parties. Finally, the Data Controller undertakes to refrain from processing your data, unless he can demonstrate that there are compelling legitimate reasons to proceed with the treatment or the ascertaining, exercise or defence of a right in court;

f) the right to withdraw consent at any time without prejudice to the lawfulness of the processing based on the consent given before the withdrawal, solely for the purposes for which the consent is the legal basis. These rights may be exercised by contacting the Data Protection Officer (DPO) by means of a request sent by registered letter to the following address: Lungarno Pacinotti 43, Pisa, or by sending an e-mail to the following address: responsabileprotezionedati@unipi.it.

You may also promptly report to the DPO, using the above contact details, any circumstances or events that may lead, even potentially, to a personal data breach (i.e. any breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of personal data), in order to allow for an immediate assessment and, where necessary, for action to be taken against such an event.

Finally, please note that you have the right to lodge a complaint with the Data Protection Authority or other supervisory authority according to Article 13(2)(d) of the GDPR.