



## **INFORMATION UNDER ARTICLE 13 OF REGULATION (EU) 2016/679 ON PERSONAL DATA PROTECTION PERFORMED BY THE UNICAMILLUS UNIVERSITY**

Under Article 13 of Regulation (EU) 2016/679 on the "protection of individuals concerning the treatment of personal data" (hereinafter also "Gdpr"), we provide the requested information on the treatment of personal data concerning Your person ("Data") used by the Saint Camillus International University of Health and Medical Sciences - UniCamillus (hereinafter also "University" or "UniCamillus"), with registered office in Via di Sant'Alessandro 8, 00131 - Rome, as it follows:

### **Identity and contact details of the data treatment procedure Owner**

Under art. 4 of the GDPR, the data treatment procedure Owner is the Saint Camillus International University of Health and Medical Sciences - UniCamillus, with registered office in Via di Sant'Alessandro 8, 00131 – Rome.

### **Data Protection Officer (DPO)**

The data treatment procedure Owner designates a Data Protection Officer (DPO), who can always be contacted at the following e-mail address [dpo@unicamillus.org](mailto:dpo@unicamillus.org) or by calling the following telephone number +39 06 40 06 40, as well as by writing a communication addressed to the data treatment procedure Owner's office and the Data Protection Officer.

### **Categories of Personal Data**

Among the Data that the University treats are:

- Common data: Personal data, Contact information, education, data on income/financial situation;
- Particular categories of personal data as stated in art. 9 of the GDPR (e.g. state of health data, disability, racial or ethnic origin).

We also inform You that, in the university building, there is a closed circuit video surveillance system, appropriately signaled before its own range of action by means of the application of information plaques, as under the General Video Surveillance Provision issued by the Guarantor Authority for the protection of personal data ("Guarantor") on April 8th, 2010 ("Video Surveillance Provision"). Therefore, the Data also include Your image displayed and/or recorded via closed circuit video surveillance systems.

### **Purpose of the treatment and legal basis**

The data provided by You will be processed for the following purposes:

- a) Registration for the admission test/calls for application, enrolment in other activities promoted by UniCamillus, implementation of the matriculation process and other requirements related to the position of the student/user of the various initiatives, execution of the institutional functions of the University, as well as the use of other services (e.g. scholarships and grants, cultural activities and sport events organised by the university, etc.), post-graduation education activities promoted by the University and consistent with Your study plan, and for extra-curricular internship services and job placement services;
- b) Sending communications and informative material with automated and non-automated contact procedures regarding the education programme and related services, for Your participation and registration to courses, seminars, orientation activities (e.g. Open Day, Career Day), organised directly by the University and/or in collaboration with it, grant of scholarships and also for the evaluation of Your degree of satisfaction;
- c) Response to requests for information sent by You to the University;
- d) Execution of administrative, accountancy, fiscal and patrimonial activities;
- e) Subject to Your prior specific consent, sending communications and informative material with automated and non-automated contact procedures, concerning: registration to events organised by UniCamillus – Saint Camillus International University of Health Sciences partners and/or third parties, promotional activities, cognitive and

- statistical surveys, researches initiatives;
- f) Release and management of identification tools at the disposal of students and/or users in order to guarantee the control of physical access to classrooms, laboratories and University premises in general; access to services at the disposal of students;
  - g) Company assets safety and protection purposes;
  - h) Management of claims and controversies; prevention/suppression of frauds or any illegal activity;
  - i) Subject to Your prior specific consent, communication, publication, circulation as well as storage in IT or paper archives of images and videos of students, during the execution of didactic activities. This material can be recorded in order to produce videos and multimedia products to be used as advertising, informative and publicity tools about the University activities. Images and multimedia products can be published, freely allowed, on institutional websites, social networks and on any other broadcast mean (booklets, brochures, periodicals, newspapers, exhibitions, etc.);
  - j) Subject to Your prior consent, communication to independent third parties interested in proposing housing solutions for University students;
  - k) Subject to Your prior consent, communication to independent third parties interested in cognitive activities aimed at any proposals for postgraduate employment.

The legal basis of the treatment consists of:

1. For the purposes mentioned in sub a), b), c) and f):
  - With reference to the Common Data, the execution of the contract You are part of or the execution of pre-contractual measures, such as participation in the admission test;
  - With reference to particular categories of personal data, the response to the request for information and the issue of identification instruments, the need to fulfill the obligations and exercise Your rights with regard to social protection for purposes connected with the teaching support activities, the use of economic benefits or additional services linked to the performance of the University's institutional activities.
2. For the purposes mentioned in sub d), the fulfilling of the legal obligations;
3. For the purposes mentioned in sub e), j) and k), the consent given by You.
4. For the purposes mentioned in sub i), the consent given by You. The consent to the provision of data is optional. If You do not give Your consent, You are excluded from filming and photography. The consent is expressed via:
  - filling in this form for people systematically filmed (e.g., Professors)
  - the voluntary act of the interested party to stay present when filming/photography/recording, etc. are made.
5. For the purposes mentioned in sub g) and h), the legitimate interest of the Owner.

The provision of consent to the processing of data for the purposes referred to under sub a), b), c) and sub d) is not mandatory, but any refusal to provide Your data will result in the inability to proceed with Your enrolment at the University, to perform administrative activities related to the position of student/education initiatives user, to comply with legal obligations, as well as to follow up on Your requests and/or to allow You to participate to courses, seminars, activities and events organised by the University. On the contrary, it is understood that Your refusal to consent to the treatment for the purposes mentioned in sub e), j), k), f) and sub i) will not allow the University to pursue only the purposes indicated therein.

### **Treatment methodologies**

The treatment of personal data is performed, in a lawful, correct and transparent manner and in compliance with the principle of minimization, through manual and telematic instruments, and is aimed exclusively at fulfilling the obligations deriving from the individual contract, from the applicable collective contract, or from legal regulations, and in any case, in a way which guarantees the safety and confidentiality of the data in accordance with the applicable rules. The personal data will be treated directly by the Owner through employees, consultants and collaborators and/or similar personnel, specifically authorized to the treatment of personnel data under art. 29 GDPR. The recording of attendance is also done through electronic stamping and the related data are managed directly by the University Representative. Your data may also be treated by external collaborators of the Owner, designated as Data Protection Officers under art. 28 GDPR.

### **The data retention period**

The University will use the data for the time strictly necessary to the pursuit of the abovementioned purposes, except the eventual terms of retention provided by the law or regulations. Only the images detected by the video surveillance circuits are instead saved for a period of time compliant to the requirements of the "Video Surveillance Provision".

### **Categories of individuals to whom data may be communicated**

Your data may be communicated to external Companies/Entities, in order to comply with legal obligations or internal regulations of the University and/or to allow the execution/provision of the service requested by You and, in particular, to:

- Public and private Entities or competent Authorities;
- Banking Institutions;
- Entities and Institutions;
- Entities and various organisations for purposes related to the performance of the University's institutional activities (e.g. supplementary educational activities, internship, professional guidance and placement activities, cultural promotion and scientific and didactic information);
- External Companies/Entities for supporting the University in sending communications and informative material, also concerning promotional activities, as well as market surveys;
- Companies that operate in the substitutive archive services sector.

### **Transfer of personal data outside**

Your personal data will be treated within the European Union and retained on servers located within the European Union. Should the transfer of data outside the European Union become necessary, the Owner ensures from now on that the transfer of data outside the EU will take place in compliance with the applicable provisions, for example, after the stipulation of the standard contractual clauses and, in any case, in accordance with the indications provided by the Guarantor Authority.

### **Rights of the interested party**

Under articles 15 et seq. of Regulation (EU) 2016/769, as the interested party, You have the right to:

- a) Request to the Owner the confirmation as to whether or not personal data concerning You are being treated and, if so, to request the access to the information specified in Article 15 of the GDPR;
- b) Request to the Owner the modification of incorrect personal data without undue delay and the integration of incomplete personal data, also by providing a supplementary declaration;
- c) Request to the Owner the deletion of personal data concerning You without undue delay, should the reasons specified in Article 17 of the GDPR exist;
- d) Request to the Owner the limitation of the treatment when one of the hypotheses as provided for in Article 18 of the GRPD apply;
- e) Receive, in a structured, commonly used and machine-readable format, the personal data concerning You and provided to the Owner. You also have the right to transfer such data to another Owner, without any hindrance from the Owner of the treatment to which You have provided, if the conditions provided for in art. 20 of the GDPR apply.;
- f) Oppose at any time, for reasons related to Your particular situation, the treatment of personal data concerning You in the cases and in the manner provided for in Article 21 of the GDPR;
- g) Revoke consent at any time, under Article 7, Paragraph 3 of the GDPR, notwithstanding the lawfulness of data treatment performed on the basis of subsequently revoked consent;
- h) Not to be subjected to a decision based solely on automated treatment, including profiling, which produces legal effects concerning You or which similarly significantly affects Your person, in the manner provided for in Article 22 of the GDPR.

The forementioned rights can be exercised by sending a request to the UniCamillus University at the above-mentioned address, or to the specially designated Data Protection Officer, who can always be contacted at the following e-mail address: [dpo@unicamillus.org](mailto:dpo@unicamillus.org).

### **Right to lodge a complaint to the Supervisory Authority**

Finally, if You believe that the treatment of Your data is in violation of the provisions of the Regulation, You have the right to complain to the Guarantor for the protection of personal data ([www.garanteprivacy.it](http://www.garanteprivacy.it)), as provided for in Article 77 of the Regulation itself, or to take legal action (Article 79 of the Regulation).

The constantly updated version of this Notice will be available in the "Privacy" section of the UniCamillus institutional website.

**I declare that I have read the Notice regarding the treatment of personal data**

\_\_\_\_\_ (Date and place)

\_\_\_\_\_ (Signature)

### **CONSENT TO THE TREATMENT OF PERSONAL DATA**

In relation to the treatment of my data for the purposes referred to in paragraph 4 lett. e) of this notice (sending of communications and informative material with automated and non-automated contact modalities, concerning: registration to events organised by UniCamillus – Saint Camillus International University of Health Sciences partners and/or third parties, promotional activities, cognitive and statistical surveys, research initiatives), I

☐ give my consent

☐ deny my consent

\_\_\_\_\_ (Date and place)

\_\_\_\_\_ (Signature)

### **CONSENT TO THE TREATMENT OF PERSONAL DATA - IMAGES**

In relation to the treatment of my data for the purposes referred to in paragraph 4 lett. I) of this notice (Communication, publication, circulation as well as storage in IT or paper archives of images and videos of students and staff, during the execution of didactic activities. This material can be recorded in order to produce videos and multimedia products to be used as advertising, informative and publicity tools about the University activities. Images and multimedia products can be published, freely allowed, on institutional websites, social networks and on any other broadcast mean (booklets, brochures, periodicals, newspapers, exhibitions, etc..), I

☐ give my consent

☐ deny my consent

\_\_\_\_\_ (Date and place)

\_\_\_\_\_ (Signature)