



**NOTICE FOR ECONOMIC OPERATORS, ENTITIES AND PROVIDERS OF WORKS,
GOODS AND/OR SERVICES PURSUANT TO
ARTICLES 13 AND 14 OF REGULATION (EU) 2016/679
ON THE PROCESSING OF PERSONAL DATA CARRIED OUT
BY UNICAMILLUS UNIVERSITY**

Pursuant to Articles 13 and 14 of the Regulation (EU) 2016/679 on the “protection of individuals with regards to the processing of personal data” (hereinafter also referred to as “*GDPR*”), Saint Camillus International University of Health Sciences - UniCamillus, with registered office in Rome, Via di Sant'Alessandro 8, 00131, Rome, as Data Controller (hereinafter also referred to as “Controller” or “UniCamillus” or “University”, hereby informs about the processing of personal data carried out in relation to the purposes listed below.

Processing of personal data means any operation, or set of operations, performed by the University with or without the support of automated processes and applied to personal data, which are collected, recorded, modified, processed, adapted, consulted, communicated, transmitted, disseminated, made available, compared, interconnected, deleted, destroyed.

Pursuant to Article 5, Paragraph 1, Letter a) of the GDPR, the processing of personal data carried out by UniCamillus will be based on the principles of fairness,, lawfulness and transparency as well as the protection of data confidentiality and the rights of the data subjects.

Data Controller	The Data Controller is, pursuant to Article 4 of the GDPR, Saint Camillus International University of Health Sciences - UniCamillus with registered office in Rome, Via di Sant'Alessandro 8, 00131, Rome.
Data Protection Officer (DPO)	The Data Controller has appointed its own Personal Data Protection Officer (“DPO”), who can always be contacted at the e-mail address rpdp@unicamillus.org or by calling the following number: +39 06 40 06 40, as well as by sending a communication to the Data Controller at the aforementioned address.
Category of interested parties	Economic operators, entities, providers of goods and services (and/or their legal representatives), providers of job placement and internship activities.
Processed personal data	General data: personal data (name, surname, tax code, date and place of birth, residence, citizenship), role within the providing company, entries in the Companies' Register or other data contained in public registers, contact data (e-mail address, certified email address, telephone numbers); bank data for payments. Legal data: data concerning criminal convictions, offences or related security measures.

Purposes of data processing	Legal bases for data processing
Drawing up of contracts and agreements at the conclusion of procedures for the award of tenders and/or granting of goods and services and/or works.	Performance of a contract or agreement to which the data subject is party and/or of pre-contractual measures taken at the request of the same data subject Article 6, Paragraph 1, Letter <i>b</i>) of the GDPR.
Payment of fees for services provided in favour of UniCamillus University for any reason.	Performance of a contract or agreement to which the data subject is party and/or of pre-contractual measures taken at the request of the same data subject Article 6, Paragraph 1, Letter <i>b</i>) of the GDPR.
Checking the possession of general and special requirements, where applicable (checking of legal positions, situations of incompatibility, fiscal regularity and conduct, anti-mafia certifications).	Fulfilment of a legal obligation to which the Data Controller is subject Article 6, Paragraph 1, Letter <i>c</i>) of the GDPR.

Publication (with the exclusion of data belonging to special categories or legal data) and filing (protocol and document storage) also in aggregate form for statistical purposes.	Fulfilment of a legal obligation to which the Data Controller is subject Article 6, Paragraph 1, Letter c) of the GDPR.
Exercise or defence of a right in judicial or extrajudicial proceedings, including in the event of breach of contract.	Pursuit of a legitimate interest of UniCamillus University pursuant to Article 6, Paragraph 1, Letter f) of the GDPR.
Provision of data is optional but necessary for the achievement of the aforementioned purposes. In the absence of their provision, it will not be possible to follow up the procedure and/or finalise the contract.	

Data processing methods	<p>Provided personal data will be subject to processing operations, in compliance with the aforementioned legislation and the confidentiality obligations, which inspire the activity of the Data Controller.</p> <p>Data will be processed by automated and non-automated means, in compliance with specific and adequate security measures, in accordance with Article 5, Paragraph 1, Letter f) of the GDPR. Data will be processed and filed at the Registrar's Office and operational Offices of UniCamillus University.</p>
Data retention time	<p>In accordance with the principles of lawfulness, purpose limitation and data minimization, pursuant to Article 5 of the GDPR, UniCamillus University will process personal data for the time strictly necessary to pursue the above purposes, subject to any retention periods provided for by law or regulations. Specifically: ten years from the date of contract award, conclusion of contract/convention (maximum civil statute of limitations). Should there be a dispute, until the conclusion of the legal controversy.</p>
Data addressees	<p>Within the UniCamillus premises, personal data may be processed by the personnel assigned to the pursuit of the aforementioned purposes, who is expressly authorised to process them and who has received adequate operational instructions and training on personal data.</p> <p>Personal data may be disclosed to public and/or private entities, or to competent Authorities, such as:</p> <ul style="list-style-type: none"> ● State Administrations, such as the Ministry of University and Research, the Ministry of Foreign Affairs, the Ministry of Labour, the Revenue Agency, the Police Headquarters, the Public Prosecutor's Offices; ● the National Anti-Corruption Authority (ANAC); ● police forces, the Judicial Authority, information and security bodies; ● non-economic public bodies, such as INAIL and social security bodies; ● insurance service providers; ● external providers appointed by the University to the performance of its institutional activities for the provision of specific instrumental services. <p>These subjects are appointed by the University as Data Processing Officers, pursuant to Article 28 of the GDPR, and may only access the data necessary for the provision of the requested service, in accordance with current legal and/or contractual obligations or procedures adopted by the University to guarantee the protection of personal data. In particular, they process the data of interested parties in this role:</p> <ul style="list-style-type: none"> ● providers of IT services and/or products (e.g. systems for the management of provider registers and budgeting and accounting, protocol and data filing systems); ● providers of treasury and cash services (e.g. for the execution of payment mandates); ● providers of logistics services for the organisation of ceremonies and events and selection procedures; ● providers of technical-administrative services;

	<ul style="list-style-type: none"> ● third-party consultants and professionals (e.g. lawyers, accountants, etc.).
Trasfer of personal data to non-EU countries	<p>Collected data are generally not transferred to countries or International Organizations outside the territory of the European Union. Should the processed personal data be transferred outside the territory of the European Union, such transfer will be made solely on the basis of the existence of appropriate and adequate guarantees. in compliance with the provisions of the GDPR.</p>
Rights of the data subjects	<p>Pursuant to Articles 15 et seq. of Regulation (EU) 2016/679, you may exercise the following rights:</p> <ul style="list-style-type: none"> ● right of access: you have the right to obtain confirmation from the Data Controller as to whether or not personal data concerning you are being processed and if so, to obtain access to personal data on information specified in Article 15 of the GDPR; ● right of rectification: you have the right to obtain the rectification of inaccurate personal data concerning you from the Data Controller, without undue delay, and the integration of incomplete personal data, including by providing a supplementary declaration; ● right of deletion: you have the right to obtain the deletion of personal data concerning you from the Data Controller, without undue delay, where there are reasons specified in Article 17 of the GDPR; ● right of restriction of processing: you have the right to obtain the restriction of processing from the Data Controller, when one of the cases provided for in Article 18 of the GDPR applies; ● right of data portability: you have the right to receive personal data concerning you, which you have provided to the Data Controller, in a structured, commonly used and machine-readable format. You also have the right to transmit such data to another Data Controller, without hindrance from the Data Controller, to whom you have provided data, if the conditions set out in Article 20 of the GDPR are met; ● right to object: you have the right to object at any time to the processing of personal data concerning you, on reasons relating to your particular situation, in the cases and in the procedures provided for by Article 21 of the GDPR; ● right to withdraw consent at any time, pursuant to Article 7, Paragraph 3 of the GDPR, without prejudice to the lawfulness of the processing carried out on the basis of the consent subsequently withdrawn; ● right to not to be subjected to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or which affects you in a similarly significant manner, pursuant to Article 22 of the GDPR. <p>The aforementioned rights may be exercised by sending a request to UniCamillus University, at the aforementioned address, or to the specially nominated Data Protection Officer, who can always be contacted at the following email address: rpd@unicamillus.org.</p> <ul style="list-style-type: none"> ● Right to lodge a complaint with the Supervisory Authority. <p>Finally, should you consider that the processing of your data is in breach of the provisions of the present Regulation, you have the right to lodge a complaint with the Data Protection Authority (www.garanteprivacy.it), as provided for in Article 77 of the Regulation, or to take legal action (Article 79 of the present Regulation).</p>
Notice update	<p>The always updated version of this Notice will be made available in the “Privacy” section of UniCamillus institutional website.</p>