

**REGULATION PURSUANT TO ART. 13 AND 14 OF GDPR (GENERAL DATA PROTECTION REGULATION),  
EU REGULATION 2016/679, Legislative Decree 196/2003 and following amendments.**

The processing of personal data relating to this service will be based on the principles of lawfulness, fairness, transparency and protection of your privacy and your rights.

Pursuant to art. 12 and subsequent articles of GDPR, the Data Holder will process the personal data you submit in compliance with the law using the highest care and implementing the necessary management procedures and processes in order to ensure their protection.

**1. Type of personal data.** The service involves those students enrolled at the University of Brescia. For classroom seat booking system, the Data Holder and the Data Protection Officer will process University students' personal data according to the following categories:

- name and surname;
- matriculation number;
- tax code;
- e-mail address.

In addition, for the purposes of the service, the Data Holder and the Data Protection Officer will process the following students' personal data that derive from the use of the service itself:

- seat reservation in the classroom (date, time and reserved lecture)
- entries to the site (entry to the site on the day of reservation)

**2. Purpose and law of data processing** - Personal data will be processed in order to allow students to use the classroom seat booking system. The data processing is carried out in compliance with art. 6, lett. b), c) and e) GDPR.

**3. Personal data processing** - Pursuant and according to the purposes of art. 12 and subsequent articles of the GDPR, we inform you that your personal data will be processed by specially trained and authorized personnel using manual and electronic devices and, in any case, using methods aiming to guarantee their security and confidentiality. They will be recorded, processed and stored in electronic archives, in compliance with the appropriate technical and organizational measures pursuant to art. 32 of the GDPR.

**4. Personal data storage duration** - the data will be retained for the duration of the classroom seat booking and deleted 5 years after their collection. Where data are anonymized, they may be kept for a longer period of time in order to carry out comparative analyses, statistics and to verify the effectiveness of the service itself.

**5. Mandatory and facultative nature of personal data provision and consequences of a possible data provision failure** - The provision of data for the previous purposes is mandatory. It will not be possible to book a seat in the classroom and consequently to attend lectures in person without it. In addition, the necessary data to comply with the current Italian and European Union legislation must be provided.

**6. Communication and disclosure of data** - Your data may be communicated - which is to say that Your data can be disclosed to one or more specific subjects- by the writer from without the University of Brescia to implement all the necessary legal requirements and/or the service you requested. In particular, your data may be communicated to those subjects who may access them by virtue of law provisions, regulations or European community legislation, within the limits and in the manner provided for by these rules.

**7. Transfer of personal data abroad** – The data you provide will be processed only in Italy. The data center services are located within the European Union.

**8. Information about the Data Holder and the Data Protection Officer** - **The Personal Data Holder is the University of Brescia** located in Brescia (BS), Piazza del Mercato, n. 15, pec: ammcentr@cert.unibs.it Pursuant to art. 37 of the GDPR, the Data Holder has appointed the Data Protection Officer: Frareg Srl (VAT NR: 11157810158) with registered office in Milan (MI), Viale Edoardo Jenner, n. 38, who can be contacted at the following e-mail address: rpd@unibs.it

**9. Designation of the Data Protection Officer pursuant to art. 28 of the GDPR** - with a specific designation pursuant to art. 28 GDPR, the Data Holder has appointed EasyStaff srl, with registered office in Via Adriatica, 278 - 33030 Campofornido (UD), Tel 0371.5945450 - fax 0371.5945459, email: info@easystaff.it and pec: easystaff@pec.it, the provider of this service, as Data Protection Officer DPO, whose DPO is Mario Brocca, email: ufficio.privacy@zucchetti.it, pec: dpogruppozucchetti@gruppozucchetti.it

**10. Rights referred to in articles 15 et seq. of the GDPR** - Under the conditions provided for by the GDPR, you have the right to exercise the following rights:

- Article 15 The right to access the data
- Article 16 The right to amend the data

- Article 17 The right to delete the data
- Article 18 The right to restrict data processing
- Article 20 The right to data portability
- Articles 21 and 22: Right to object and to automated decision-making for individuals.

Should you consider the above rights violated, we inform you that the current legislation allows you to lodge a complaint with the competent authority "Guarantor for the protection of personal data".

The aforementioned rights may be exercised with the exception of the provisions of articles 2 undecies and 2 duodecies of the Legislative Decree 196/2003 (as amended by Legislative Decree 101/2018). It is also specified that in the case of deceased individuals, art. 2 terdecies of Legislative Decree 196/2003 (as amended by Legislative Decree 101/2018) will apply.

You may exercise these rights by contacting the Data Holder directly at the addresses mentioned above or the Data Protection Officer by writing to [info@easystaff.it](mailto:info@easystaff.it), by calling 0371.5945450 or by sending a communication to EasyStaff srl, via Adriatica, 278 - 33030 Campoformido (UD ). Your request will be answered within 30 days after receiving it.