

INFORMATION TO USERS OF INCLUSION SERVICES OF THE UOC INCLUSION AND PARTICIPATION - University of Brescia-

art. 13 Reg. UE n. 2016/679

1. Introduction

The University of Brescia (hereinafter simply: "UNIBS") guarantees the protection of personal data of all subjects with whom it comes into contact for the pursuit of its institutional purposes in compliance with the General Data Protection Regulation (General Data Protection Regulation- EU Regulation 2016/679, hereinafter simply: "GDPR") and Legislative Decree no. 196/2003 (hereinafter simply: "Privacy Code").

Remember that "processing" means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction (article 4 GDPR).

Pursuant to art. 13 GDPR we inform the Users of the inclusion services provided by the UOC Inclusion, Participation and Residences and the University Commission for Disabilities, that the processing of the data provided will be carried out in the manner and for the purposes set out below.

2. Object of processing

Personal data processed by UNIBS:

1. Personal data (name, family name, date and place of birth, address);
2. Contact details (e-mail, phone number);
3. Particular data attesting to the condition of the student with SLD (specific learning disorder), disability or temporary inability, through the acquisition of disability reports or medical certification in order to ensure adequate inclusion services for teaching..

For institutional users, the data processed is collected in automated form in the University's records from the start of the relationship with UNIBS.

Data processing is carried out with paper and computer supports.

The data will be processed by authorized subjects and for this purpose trained in compliance with current legislation on the protection of personal data.

3. Legal basis and purpose of data processing - Nature of data

Personal data are processed to ensure the appropriate supports, aids and services for the inclusion of students with SLD, disability or temporary disability, in accordance with ministerial guidelines on inclusion, as the legal basis for the provision of data.

Treatments carried out in accordance with art. 6, lett. b), c) and e) GDPR.

In particular, personal data will be used for the provision of the Inclusion service.

The provision of data for the above purposes is mandatory, in the absence of which it will not be possible to use the services of the UOC Inclusion, Participation and Residences of UNIBS and the University Commission for Disabilities.

4. Modalities of the processing

The processing of personal data is carried out in compliance with the Italian and European regulatory framework for the protection of personal data. Personal data are subject to both paper and electronic and / or automated processing.

The Data Controller will process your personal data for the time necessary to fulfill the above purposes and in any case for no longer than 10 years from the time you provide the data, or until you decide to exercise your right to request in writing, or via e-mail, the cancellation of the data.

5. Access to processing and communication of the data

- to employees and collaborators of the Data Controller however authorized, always respecting the principle of finalization to the institutional activities;
- data processors, following a specific outsourcing contract;
- always respecting the principles of processing and for the purposes indicated, students' personal data may be communicated to insurance companies for accident management, suppliers of IT services and University networks, competent authorities, at their legitimate request.

Your data will not be further disseminated.

6. Place of data storage

Personal data are stored on computers and servers located at the headquarters of the Data Controller, in compliance with appropriate security measures.

7. Extra UE transfers

The management and storage of personal data will take on servers located within the UE. Currently all servers are located in Italy. The data will not be transferred outside the UE.

In case of transfer of personal data outside the UE, adequate security guarantees will be use. You may request further information in this regard and obtain a copy of the relevant safeguards by sending a request to the contacts provided by UNIBS.

8. Rights of the data subject

According to the provisions of the GDPR, the interested party has the following rights towards the Data Controller:

- obtain confirmation of whether or not personal data processing is being processed and, in this case, to obtain access to personal data (Right of access article 15);
- obtain the rectification of inaccurate personal data concerning him without undue delay (Right to rectification article 16);
- obtain the erasure of personal data concerning him without undue delay and the data controller is obliged to cancel the personal data without undue delay, if certain conditions are met (Right to be forgotten article 17);
- obtain the restriction of processing in certain cases (Right to restriction article 18);
- receive the personal data concerning you provided in a structured, commonly used and readable form by automatic device and have the right to transmit such data to another Data Controller, without impediments by the data controller who provided them, in certain cases (Right to data portability article 20);
- object at any time, for reasons connected with your particular situation, to the processing of your personal data (Right to object article 21);
- receive without undue delay communication of the personal data breach suffered by the Data Controller (article 34);
- withdraw the consent expressed at any time (withdraw of the consent article 7).

Where applicable, in addition to the rights referred to articles 16-21 GDPR the data subject has the right to lodge a complaint with the Supervisory Authority.

9. Modalities of exercising your rights

The data subject can contact the Data Protection Officer by email at rpd@unibs.it.



10. Data Controller

The Data Controller is: The **University of Brescia**, with registered office in Brescia (BS) Piazza Mercato, 15, in the person of the Magnifico Rettore. The contact details are PEC: ammcentr@cert.unibs.it; Tel. +39 030 2988.1.

11. Data Protection Officer

The Data Protection Officer (DPO) is: **Frareg s.r.l.** with registered office in Viale Jenner n. 38, Milan (MI) - Tel. 02 6901 0030 - E-mail: **dpo@frareg.com**.

User Name: _____ Family name: _____ declares to have <u>taken vision</u> of the informative report above reported.	
Date: _____	Signature: _____