

## PRIVACY INFORMATION FOR USERS OF THE RESIDENCE AND GUESTHOUSE SERVICE

art. 13 Reg. UE n. 2016/679 e ss.mm.ii.

### 1. Premise

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").

We remind you that treatment means any operation or set of operations, performed with or without the aid of automated processes and applied to personal data or sets of personal data, such as the collection, registration, organization, structuring, conservation, adaptation or modification, extraction, consultation, use, communication by transmission, diffusion or any other form of making available, comparison or interconnection, limitation, cancellation or destruction (article 4 GDPR).

Pursuant to art. 13 of the GDPR, we inform the Users of the Residences and Accommodations Service that the data provided will be processed in the manner and for the purposes set out below.

### 2. Object of the Treatment

UNIBS treats:

1. Personal data (name, surname, date and place of birth, tax code, residential address).
2. Contact details (email address, telephone numbers).
3. Particular data relating to health conditions (medical certifications or disability reports certifying the condition of students with disability, temporary incapacity, or allergies for the purpose of taking due care in providing the accommodation service).
4. Economic - banking information for the payment of guest accommodation.

For institutional Users, the data processed is collected automatically in the University databases starting from the start of the relationship with UNIBS.

The treatments are carried out with paper and IT supports.

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

### 3. Legal basis and purpose of the processing - Nature of the provision of data

Personal data is processed for the stipulation and execution of the accommodation contract at the university residences, as a legal basis for the provision of data.

These are treatments carried out in compliance with art. 6, letter. b), c) and e) GDPR.

In particular, personal data will be used to provide residence and guesthouse service.

The provision of data for the previous purposes is mandatory, in the absence of which it will not be possible to use UNIBS residence and guesthouse Services.

### 4. Processing methods

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 is subjected to both paper and electronic and/or automated processing.

The Data Controller will process your personal data for the time necessary to fulfill the aforementioned purposes and in any case for no more than 10 years from the provision of the data, or until the moment at which you decide to exercise the right to request in writing, or via and -mail, the cancellation of the same.

### 5. Subjects or categories of subjects to whom the personal data may be communicated or who can learn about them as managers or authorized people and scope of data dissemination

- a) Employees and collaborators of the Data Controller, however authorized, always in compliance with the principle of finality to institutional activities.
  - b) Employees of the companies that manage the Reception and/or the IT management system in use, according to the contract stipulated with the University of Brescia.
  - c) data processors, following a specific outsourcing contract.
  - d) Always in compliance with the processing principles and for the purposes indicated, students' personal data may be communicated to insurance bodies for accident management, suppliers of IT services and University networks, local authorities, law enforcement agencies, competent authorities, for the fulfillment of regulatory obligations or upon their legitimate request.
- Your data will not be further disclosed.

## 6. Place of data storage

Personal data is stored on local computers and servers located at the Data Controller's headquarters, in compliance with appropriate security measures.

## 7. Transfers outside the EU

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

In the event of transfer of personal data outside the European Union, adequate security guarantees will be put in place. You can 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 interested party

The following rights provided by the GDPR are guaranteed to the interested parties:

- obtain confirmation as to whether or not personal data concerning him or her are being processed and, if so, to obtain access to personal data (Right of access art. 15 GDPR);
- obtain the rectification of inaccurate personal data concerning him without unjustified delay (Right of rectification art. 16 GDPR);
- obtain the deletion of personal data concerning him without unjustified delay and the Data Controller has the obligation to delete the personal data without unjustified delay, if certain conditions exist (Right to be forgotten art. 17 GDPR);
- obtain the limitation of processing in certain cases (Right to limit processing art. 18 GDPR);
- receive the personal data concerning him/her provided in a structured, commonly used and machine-readable format and has the right to transmit such data to another data controller, without impediments on the part of the data controller to whom he/she provided them, in certain cases (Right to data portability art. 20 GDPR);
- object at any time, for reasons related to your particular situation, to the processing of personal data concerning you (Right to object art. 21 GDPR);
- receive without unjustified delay communication of the violation of personal data suffered by the Data Controller (art. 34 GDPR).
- revoke the expressed consent at any time (Conditions for consent art. 7 GDPR).

Where applicable, in addition to the rights referred to in the articles. 16-21 GDPR (Right of rectification, right to be forgotten, right to limit processing, right to data portability, right to object), the interested party has the right to complain to the Guarantor Authority.

## 9. Method of exercising rights

The interested party in the processing of personal data may exercise the rights at any time by sending an email to the Data Protection Officer of the Data Controller, at [rpd@unibs.it](mailto: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 Magnificent Rector. The owner's contact details are: PEC: ammcentr@cert.unibs.it; Tel. +39 030 2988.1.

## 11. Data Protection Officer

The Data Protection Officer (DPO) is indicated on the University website (<https://www.unibs.it/it/protezione-dati-personali>) and is contactable at [rpd@unibs.it](mailto:rpd@unibs.it).

FOR ACKNOWLEDGMENT \_\_\_\_\_ SIGNATURE \_\_\_\_\_