

## Privacy Policy

INFORMATION SHEET on the processing of personal data pursuant to Art. 13 of European Regulation No. 2016/679

Pursuant to Art. 13 of European Regulation No. 2016/679, the University of Camerino, in its capacity as “Data Controller”, is required to provide you with information regarding the use of your personal data. This Information Sheet is intended for those who interact with online services available through the University web portal, accessible electronically at: [www.unicam.it](http://www.unicam.it)

### WHAT IS IT ABOUT

This document illustrates how the website is managed, with reference to the processing of personal data of the users.

This Information Sheet is valid only for the website: [www.unicam.it](http://www.unicam.it), and not for other websites that may be consulted by the user through links.

### IDENTITY AND CONTACT DATA OF THE DATA CONTROLLER

Following the access to this website, data relating to identified or identifiable persons may be processed. The holder of data processing is the University of Camerino, with headquarters in Camerino, Piazza Cavour 19/f - Camerino (MC), Italy (operational headquarters, following the post-earthquake unfitness for use of the headquarters in Piazza Cavour, is at *Via D'Accorso 16 – Rector's Office - University Campus*). The contact details of the data holder are the following:

PEC (certified e-mail address): [protocollo@pec.unicam.it](mailto:protocollo@pec.unicam.it)

Tel. (39) +0737/402003

### THE PERSONAL DATA PROTECTION OFFICER

The University of Camerino has appointed Dr. **Stefano Burotti** as Head of Personal Data Protection. His contact details are as follows:

E-mail: [rpd@unicam.it](mailto:rpd@unicam.it)

PEC: [rpd@pec.unicam.it](mailto:rpd@pec.unicam.it)

Tel.(+39) 0737/402015

### DATA PROCESSING OFFICERS

The University may make use of third parties for the performance of activities and related processing of personal data owned by the University. In accordance with legal provisions, these subjects guarantee

levels of experience, competence and reliability such as to guarantee compliance with the current provisions on data processing, including the profile of data security. Instructions, tasks and charges for these third parties are formalised by the University, with the designation of the same as “Data Processing Officers”. These subjects are subject to periodic controls in order to ascertain the maintenance of the guarantee levels set on the occasion of the allocation of the initial assignment.

#### SUBJECT AUTHORISED FOR DATA PROCESSING

Personal data are processed by identified personnel specifically appointed for the specific purposes of the services requested.

#### VOLUNTARY NATURE OF DATA PROVISION

The provision of data relating to online forms is voluntary. The data to be indicated in the fields marked with an asterisk (\*) are mandatory and failure to provide it makes it impossible to use the requested service.

#### PURPOSE AND LEGAL BASIS OF DATA PROCESSING

The processing of your personal data is carried out by the University of Camerino for the purpose of performance of institutional functions (and, therefore, pursuant to Art.6, Paragraph 1, Letter e), does not require the consent of the interested party), or for the purpose of responding to requests made by the interested parties (in that case, the personal data provided by users who send requests for information material such as newsletters, documents, replies to questions, etc., are used for the sole purpose of providing the service requested, and are communicated to third parties only if this is necessary for this purpose), for fulfilment of any legal obligations that rest upon the University, for the performance of tasks of public interest or connected to the exercise of public powers invested in the University of Camerino, or when free, specific and informed consent has been given, and finally when it is necessary to fulfil an order of the judicial authority or a request made by Police forces.

#### PLACE OF DATA PROCESSING

The data processing related to the online services available at this website take place at the University premises and are only handled by the University staff in charge of data processing, to whom appropriate instructions are given regarding measures, precautions, and procedures aimed at the protection of the processed personal data.

#### DATA PROCESSING MODES

Personal data are processed exclusively for institutional purposes, both with and without IT tools, for the time strictly necessary to achieve the purposes for which they were collected, in compliance with the

principles referred to in Article 5 of the European Regulation on the protection of personal data (EU Regulation 2016/679).

#### TRANSFER OF PERSONAL DATA TO NON-EU COUNTRIES

Personal data shall not be transferred outside the European Union.

#### STORAGE PERIOD

Your data shall be stored for a period not exceeding the time necessary for the pursuit of the aforementioned purposes. To this end, also through periodic controls, the strict relevance, non-surplus and indispensability of the data with respect to the relationship, the performance or the assignment in progress, to be established or already terminated, is constantly checked, also with reference to the data provided by the user on their own initiative. The data which, even following the verifications, is excessive, irrelevant, or not indispensable, shall not be used, except for the possible storage, according to the law, of the deed or of the document that contains them.

#### TYPES OF THE PROCESSED DATA

##### **Navigation data**

During their normal operation, the IT systems and software procedures used to operate the University website acquire some personal data the transmission of which is implicit in the use of Internet communication protocols or is used to improve the quality of the service offered.

This information is not collected to be associated with identified interested parties, but, by its very nature could, through processing and association, allow users to be identified.

This category of data includes the IP addresses or domain names of the computers used by users who connect to the website, the URIs (Uniform Resource Identifiers) of the requested resources, the time of the request, the method used when submitting the request to the server, the size of the file obtained in response, the numeric code indicating the status of the response given by the server (successful, error, etc.), and other parameters relating to the operating system and the user's IT environment.

These data shall be used for the sole purpose of obtaining anonymous statistical information on the use of the website and to verify its correct functioning, and shall be periodically deleted.

The data could be used to ascertain responsibility in case of hypothetical computer crimes against the Portal system or third parties. The data could be used to ascertain responsibility in case of hypothetical computer crimes against the website.

The communication of navigation data can only be carried out following a request by the Judicial Authority, in accordance with the law.

##### **Data provided by the user**

When filling-in online forms, some personal data are required which are used to identify the subject. The collected data will be processed exclusively in order to provide the information and services requested.

The personal data of the students, acquired through enrolment and registration, or through any subsequent specific collection methods, shall be processed for the purpose of performance of institutional activities, within the limits established by law and regulations, in compliance with the general principles of transparency, fairness and confidentiality. The optional, explicit and voluntary sending of e-mails to the addresses indicated on this portal entails the subsequent acquisition of the sender's address, necessary to respond to requests, as well as any other personal data included in the message. It is guaranteed, however, that the processing will be based on principles of fairness, lawfulness and transparency, and will be adequate, relevant and limited to what is necessary with respect to the objective pursued with each single processing. The processing shall take place in such a way as to guarantee adequate safety of personal data and through the use of adequate technical and organisational measures aimed at minimising the possibility of illegal, unauthorised processing, or which result in accidental loss, destruction or damage of the data.

Specific Summary Information Sheets can be found on pages of this website, dedicated to particular services available upon request.

#### UPDATE OF THE INFORMATION SHEETS FOR THE PURPOSE OF ADAPTATION TO THE PROVISIONS OF REGULATION 2016/679

The University of Camerino has started a process of updating the Information Sheets, pursuant to the new European Regulation 2016/679, relating to the protection of individuals with regard to the processing of personal data.

While this process is underway, the information Sheets currently available must be considered as integrated with the information indicated below:

- References to General Data Protection Directive 95/46/EC are repealed.
- The data controller is the University of Camerino in the person of the Rector, legal representative. The contact details of the Data Holder are the following: PEC (certified e-mail) [protocollo@pec.unicam.it](mailto:protocollo@pec.unicam.it)
- The Data Protection Officer (DPO) is **Dr. Stefano Burotti**. The contact details of the DPO are the following:
  - e-mail: [rpd@unicam.it](mailto:rpd@unicam.it)
  - PEC: [rpd@pec.unicam.it](mailto:rpd@pec.unicam.it)

In addition to what is indicated in the text of each Information Sheet, it is guaranteed that all data processing shall be based on the principles set out in the European Data Protection Regulation, with particular regard to the lawfulness, fairness and transparency of the processing, the use of data for specific, explicit and legitimate purposes, in a way relevant to the purposes for which they are

processed, respecting the principles of data minimisation, accuracy, storage limitation, integrity and confidentiality, and accountability (Art.5 of the Regulation).

We also inform you that the subjects to whom the personal data refer, in their capacity as Data Subjects, have the right, at any time, to obtain confirmation of the existence, or non-existence, of the same data, and to know their content and origin; they also enjoy the rights referred to in Sections 2, 3 and 4 of Chapter III of the GDPR (EU) 2016/679 (ask the data controller for access to personal data, for the correction or cancellation of the same, to limit the purpose of data processing, to oppose to data processing, or to exercise the right to data portability).

The interested party also has the right to:

- Revoke the consent at any time, without prejudice the lawfulness of the processing based on the consent given before the revocation. In this case, no further data concerning the subject will be collected, without prejudice to the use of those already collected to determine, without altering them, the results of the research, or of those that, originally or after the processing, are not attributable to an identified or identifiable person.
- Submit a complaint to a supervisory authority. Regarding the exercise of these rights, the interested party can contact the data controller.

## COOKIES

In order to make its services as efficient and easy to use as possible, this website uses cookies. Therefore, when you visit the website, a minimum amount of information is entered in the User's device, such as small text files called "cookies", which allow the web server to store on the user's computer (the browser) the information to be reused during the same visit to the website (session cookies) or at a later time, even after days (persistent cookies). Cookies are stored, based on user preferences, by the single browser (e.g. Microsoft Internet Explorer, Mozilla Firefox, etc.) on the specific device used (computer, tablet, smartphone). Similar technologies, such as, for example, web beacons, transparent GIFs and all forms of local storage introduced by HTML5, can be used to collect information on the user's behaviour and use of services. Hereinafter, we will refer to cookies and all similar technologies by simply using the term "cookie".

## USE OF COOKIES

Cookies are used to improve the User's global navigation. In particular:

- They allow you to navigate efficiently from page to page on the website.
- They allow you to avoid entering the same information (such as username and password) multiple times during the same visit.
- They measure the use of services by Users, in order to optimise the browsing experience and the services.

There are various types of cookies:

### **Technical cookies**

Cookies of this type are necessary for the proper functioning of some areas of the website. Cookies in this category include both persistent and session cookies. Without these cookies, the website or portions of it may not function properly. Therefore, they are always used, regardless of user preferences. Cookies in this category are always sent from our domain.

The 'Find a House' section displays content from an external platform, making use of the intermediary service provider Affitto.it, a portal that manages rental ads, houses and apartments for rent and for sale by private owners and real estate agencies.

See the Affitto.it Privacy policy for all information.

### **Analytics Cookies**

Cookies of this type are used to collect information on the use of the website. The Holder uses this information for statistical analysis, to improve the website and simplify its use, as well as to monitor its correct functioning. This type of cookies collect anonymous information on the activity of users on the website and on the way in which they arrived at the website and the pages visited. Cookies in this category are sent from the website itself or from third-party domains.

Our website uses Google Analytics by Google, which offers measurement statistics and analysis of the website's performance, through the use of cookies. To consult the privacy policy of the Google Analytics service, please visit [https://www.google.com/intl/it\\_it/analytics/learn/privacy.html](https://www.google.com/intl/it_it/analytics/learn/privacy.html)

For Google's privacy policy, please visit the following address: <https://policies.google.com/?hl=it>

Finally, the user can disable Google Analytics cookies by downloading a specific browser add-on from: [tools.google.com/dlpage/gaoptout](https://tools.google.com/dlpage/gaoptout)

### **Profiling Cookies**

Profiling cookies are aimed at creating profiles related to the user, in particular on their taste, habits, and preferences, and are used in order to send advertising messages in line with the preferences expressed by the same in the context of surfing the net.

**The [www.unicam.it](http://www.unicam.it) website does not use this type of cookies.**

### **Management of cookies**

Usually browsers accept cookies automatically.

The users can decide whether or not to accept cookies by changing the settings of their browser.

Open the “Settings” or “Configuration” section of your browser to avoid or limit the reception of cookies. By disabling cookies, your navigation on the website may be limited.

Below are references to instructions for disabling cookies in the most popular browsers made available by the related support services:

[Chrome](#)

[Firefox](#)

[Internet Explorer](#)

[Opera](#)

[Safari](#)

By disabling cookies, user browsing on the website may be subject to limitations, due to specific functions or certain services.

### **Facebook Cookies**

Our website may use Facebook Inc. cookies to monitor the progress of Facebook Ads campaigns and any remarketing actions. Click here for more information about the use of cookies by Facebook: <https://www.facebook.com/help/cookies>

### **Twitter Cookies**

Our website may use Twitter cookies. Click here for more information about the use of cookies by Twitter: <https://help.twitter.com/it/rules-and-policies/twitter-cookies>

### **Third-party tracking cookies**

Cookies of this type are used to collect information on the use of the website by visitors, the keywords used to reach the website, the websites visited and the traffic sources from which visitors access marketing campaigns. The Holder may use this information to compile reports and improve the website. Cookies collect information anonymously. Cookies of this type are sent from the website itself or from third-party domains.

### **Cookies for the integration of third-party functionality**

Cookies of this type are used to integrate third-party functionalities on the website (for example, comment forms or social network icons that allow visitors to share the content of the website). Cookies in this category can be sent from the domains of the partner websites or from domains which, in any case, offer the features on the website.

The Holder is not required to request the user’s consent for technical cookies, since these are strictly necessary for the provision of the service.

For other types of cookies, consent can be expressed by the User, in accordance with current legislation, through specific browser configurations and computer programs or devices that are easy and simple to use by the User. The Holder wishes to remind the Users that it is possible to change cookie preferences at any time. It is also possible to disable cookies from the browser at any time, but this operation may prevent the User from using some parts of the Website.

## **INFORMATION SHEETS**

- Information Sheet for the processing of personal data of students who intend to enrol or are enrolled in a Unicam degree course
- Information Sheet for the processing of personal data of the Unicam staff
- Information Sheet for the processing of personal data of subjects who use the guidance services
- Information Sheet for those who participate in conferences, congresses, seminars and cultural initiatives of the University
- Information Sheet for the processing of personal data of participants in public selection procedures or other contractor selection procedures published by the University of Camerino
- Information Sheet for the processing of personal data in the elections for the renewal of student representatives in the academic bodies and in the councils of the University Schools
- Information Sheet for the processing of personal data acquired for the creation of videos, photos and multimedia material for dissemination and promotional purposes
- Information Sheet for the processing of personal data of students (Unicam or secondary schools) who participate in events and initiatives organised by the University, which involve the awarding of prizes following presentation of documents or projects

## **DOCUMENTS**

- Brief guide on the EU Regulation 2016/679
- Complete EU Regulation 2016/679
- Data Protection Code (text coordinated with Legislative Decree No. 101\_2018)