

PRIVACY POLICY

in accordance with art. 13 of EU Regulation 2016/679

Ca' Foscari University of Venice ('University'), as part of its institutional aims and in fulfilment of the obligations set forth in article 13 of the EU Regulation 2016/679 ('Regulation'), gives you information regarding the processing of your personal data collected in the form that authorises minor students to enrol in a degree programme or in the Foundation Year.

1) DATA CONTROLLER

The data controller is Ca' Foscari University of Venice, with headquarters in Dorsoduro n. 3246, 30123 Venice (VE), legally represented by the Rector.

2) DATA PROTECTION OFFICER

The University has appointed a "Data Protection Officer", who can be contacted by writing to the email address: dpo@unive.it or to the following address: Ca' Foscari University, Venice, Data Protection Officer, Dorsoduro n. 3246, 30123 Venice (VE).

3) PERSONAL DATA CATEGORIES, PURPOSES AND LEGAL BASIS OF DATA PROCESSING

The following personal data is collected when you fill in the minor enrolment form:

- Name, surname, date and place of birth as well as contact details of the parents, foster parents or legal guardians of the minor;
- Name, surname, date and place of birth and contact details of the minor;
- Copies of the parents', foster parents' or legal guardians' IDs;
- The translated and authenticated document that appoints the legal guardians, where required;

The data is processed by the University in order to enrol the minor in a University Degree Programme or in the Foundation Year at Ca' Foscari as well as for maintaining records as required by the law.

The legal basis of the aforementioned data processing is represented by article 6.1.e) of the Regulation ("performance of a task carried out in the public interest"). You can object to the processing of your personal data at any time by writing to the Data Protection Officer ('DPO') at the below mentioned contact details. The University will cease the processing of your personal data unless there are compelling legitimate grounds to carry on with the processing.

4) MEANS OF DATA PROCESSING

The processing of personal data will be carried out by authorized parties (in compliance with the provisions of Article 29 of the Regulation and art. 2-quaterdecies of the D. lgs. 196/2003), with the use of computerised procedures, adopting appropriate technical and organisational measures to protect them from unauthorised or illegal access, destruction, loss of integrity and confidentiality, even if accidental in nature.

5) DATA RETENTION

Personal data will be retained for 5 years in accordance with the laws and regulations on the storage of administrative documentation.

6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA

For the purposes set out above, in addition to specifically authorised employees and collaborators of the University, personal data may also be processed by those who execute outsourced activities on behalf of the

data controller in their capacity as data processors (the updated list is available at: <https://www.unive.it/pag/36643/>).

7) DATA SUBJECTS RIGHTS AND HOW TO EXERCISE THEM

As a data subject, you have the right to obtain from the University, in the cases provided for by the Regulation, access to personal data, rectification, integration, their cancellation or processing limitation or to object to the data processing itself (articles 15 and following of the Regulation). The request can be submitted, without any particular formal procedures, by contacting the Data Protection Officer directly at dpo@unive.it or by sending a communication to the following address: Ca' Foscari University Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice. Alternatively, you can contact the Data Controller, by writing a PEC (certified email) to protocollo@pec.unive.it.

Data subjects, who believe that the processing of their personal data is in violation of the provisions of the Regulation, also have the right to file a complaint to the Data Protection Authority, as provided for by art. 77 of the Regulation itself, or to take appropriate legal action (Article 79 of the Regulation).

Last updated: 21.08.2020