

PRIVACY POLICY ON THE UNIVERSITY LIBRARIES' SERVICES FORMS
in accordance with article 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 art. 13 of EU Regulation 2016/679 ("Regulation"), provides you with information on the processing of your personal data with regards to the University libraries' services.

1) DATA CONTROLLER

The Data Controller is Ca' Foscari University of Venice, with its registered office in Dorsoduro n. 3246, 30123 Venice (VE), legally represented by the Rector.

2) DATA PROTECTION OFFICER

The University has appointed the "Data Protection Officer", who can be contacted by writing to the e-mail 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 University will collect your name, surname, contact details (@unive email address), role and further information, such as books or materials that you would like to borrow, related to your request in order to process it. 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 DPO at the above mentioned contact details. The University will stop 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 employees and collaborators of the University, on the basis of specific instructions on the purposes and the means of data processing provided in accordance with article 29 of the Regulation and art.2-quaterdecies of D.Lgs. 196/2003.

5) DATA RETENTION

Personal data will be retained for 5 years.

6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA

For the purposes mentioned above, in addition to specifically authorized employees and collaborators of the University, personal data may also be processed by subjects who offer the University services strictly connected to the University's institutional activities (data processors). The updated list of the University's data processors can be found at: <https://www.unive.it/pag/36643/>.

7) COLLECTION OF PERSONAL DATA

The collection of the above-mentioned personal data is necessary to allow you to access the libraries' services.

8) 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 University, 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: 20.07.2020