

Department

PRIVACY INFORMATION PURSUANT TO ARTICLES 13 AND 14 OF THE GDPR-EU REGULATION 2016/679

WORK CONTRACTS, OR SELF-EMPLOYED CONTRACTS, REGULATED BY ARTICLE 2222 AND FOLLOWING OF THE CIVIL CODE

# Introduction

Pursuant to articles 13 and 14 of the EU Regulation 2016/679 (hereinafter "GDPR") and of Legislative Decree n. 196/2003 as amended and integrated by Legislative Decree n. 101/2018, the University of Turin informs the holders of work contracts (regulated by article 2222 of the civil code) regarding the use of personal data concerning them. The University of Turin remains in compliance with the current legislation on transparency and mandatory publication of data and documents.

# Objective scope of application

The GDPR regulation does not apply to legal persons, this privacy information therefore refers exclusively to the personal data of holders of work contracts, or self-employed contracts, regulated by article 2222 and following of the civil code, which have been and will be provided in relation to the reiterated contract.

# Data Controller and Data Protection Officer (DPO)

The data controller is the University of Turin, in the person of the Dean, Via Verdi 8, 10124 Turin. Pursuant to articles 37 and following of the EU Regulation 2016/679, the University has appointed the Data Protection Officer (DPO) e-mail: [rpd@unito.it.](mailto:rpd@unito.it)

# Purpose of the processing

Personal data (by way of example but not limited to: name and surname, identity card for substitutive declarations and deeds of notoriety, tax code, e-mail), of the work contract holders who are in contact with the University of Turin, will be processed by specifically authorized subjects, in compliance with the provisions of the GDPR and Legislative Decree 196/2003 - Code regarding the protection of personal data and subsequent modifications.

The processing is intended only for the pursuit of the institutional aims of the University of Education, Research and Third Mission, in relation to contractual requirements and the consequent fulfilment of contractual and fiscal obligations, in compliance with the provisions of the law and, as far as companies are concerned, in relation to the subjects within these for whom the current legislation provides for the processing.

The personal data of natural persons who for various reasons have commercial relations with the University, acquired in the University archives during contractual operations are the following: a) personal data contained in the self-certifications transmitted by the contractor; b) personal data contained in the certificates requested to the administrations that generally hold them or transmitted by the companies participating in public procedures; c) judicial data pursuant to article 10 of the GDPR, "personal data relating to criminal convictions and crimes or related security measures".

The provision of data is a necessary requirement to establish the relationship between the economic operator and supplier and the University; failure to provide such data will make it impossible for the data subject to participate in public procedures, to enter into the relevant contract, and/or to continue the commercial relationship with this University.

Such data will be stored on electronic media and in paper form and access will only be allowed to authorized staff.

# Legal basis of the processing

The legal basis of the processing is to be found in the need to fulfil legal and contractual obligations, for the fulfilment of specific requests of the data subject before the conclusion of the contract, for the management of any complaints or disputes and to perform tasks related to the exercise of public authority.

# Processing methods

Data collection takes place in compliance with the principles of relevance, completeness and non-excessiveness in relation to the purposes for which it is processed.

The personal data provided is processed in compliance with the principles of lawfulness, correctness and transparency, provided for in Article 5 of the GDPR, also with the aid of computerized and telematic tools designed to memorize and manage the data itself, and, in any case, in a manner to guarantee security and protect the confidentiality of the data subject.

The data can be subject to anonymous processing to carry out statistical activities aimed at carrying out institutional activities.

# Categories of persons authorised to process data and to whom the data can be communicated

Personal data will be processed in compliance with current legislation, by employees of the University of Turin

(identified as authorized for processing) in service at the various facilities of the University. The data provided may be communicated:

1. to the structures of the University that request it, for the institutional purposes of the University or in compliance with legislative obligations;
2. to some external subjects, identified as Data Processors pursuant to article 28 of the GDPR;
3. to public and/or private bodies that by law or regulation have the right to do so; in particular, this data may be communicated to social security, welfare and insurance institutions, insurance companies and the Government Legal Service.

Personal data may be disclosed, as part of the pursuit of the purposes indicated in point 3, only where required by law or regulation. In any case, the communication or dissemination of the requested data, subject to the current legislation, by the Public Security Authority, the Judicial Authority or other public subjects for defence, state security and crime detection purposes is without prejudice, as well as the communication to the Judicial Authority in compliance with legal obligations, where hypotheses of crime are found. Outside of the aforementioned cases, the personal data is not in any way and for any reason communicated or disclosed to third parties.

# Third-country data transfer

The data collected, for the pursuit of some of the above institutional purposes, may have to be transferred to a country based outside the European Union (so-called third country). The Data Controller ensures right now that this extra-EU transfer will take place only to third countries with respect to which there is a decision of adequacy of the European Commission (article 45 GDPR) or to third countries that provide one of the guarantees indicated as suitable by article 46 of the GDPR.

# Personal data retainment period

The data is retained by the University of Turin for the time strictly necessary to achieve the purposes described above, except for the ten-year term to ensure the fiscal, accounting and administrative requirements required by law and, possibly, longer terms, not determinable a priori, as a consequence of different conditions of lawfulness of the processing (for example legal actions that make processing necessary for over 10 years).

# Rights of the data subjects

Data subjects have the right to obtain access to personal data from the University of Turin - Polo di Scienze della Natura - Via Valperga Caluso n. 35 - 10125 - Torino in the foreseen cases and the correction or deletion of the same or the limitation of the processing that concerns it or to oppose the processing (articles 15 , 16, 17 18, 20, 21 and 22 of the Regulations).

These rights may be enforced against the University by sending a specific request to the following email address: compensi.scienzenatura@unito.it

[amministrazione.scienzenatura@unito.it](mailto:amministrazione.scienzenatura@unito.it)

amministrazione.scienzenatura@pec.unito.it. with the object being “privacy rights”.

The data subjects who believe that the processing of personal data referring to them takes place in violation of the provisions of the GDPR have the right to lodge a complaint with the DPA, as provided for by article 77 of the aforementioned Regulation, or to appeal to the appropriate courts of law (article 79 GDPR).

Date

Signature for acceptance