

INFORMATION ON THE PROCESSING OF PERSONAL DATA

Pursuant to Article 13 of the EU Regulation 2016/679 (GRPD)

This privacy policy information document aims to illustrate, in a simple and transparent manner, the processing methods of your personal data related to the awards organized or co-organized by INSTM.

DATA HOLDER And CONTACTS

The Holder of the processing of your personal data is Consorzio Interuniversitario Nazionale per la Scienza e Tecnologia (INSTM) C.F. 94040540489 – P.I. 04423980483 contacts:

Operational and Legal Seat: Via Giuseppe Giusti, 9 – 50121 – Firenze – E-mail: segreteria@instm.it PEC: instm@pec.it.

The updated list of the Data Processors and authorized parties (in charge of data processing) is available at the Headquarters, for free consultation.

DATA PROTECTION OFFICER

INSTM has not named a Data Protection Officer (DPO), as this is not mandatory for its activities, in particular it does not carry out data treatments that, for their nature, scope and / or finality, require regular and systematic monitoring on a large scale; neither treatments, on large scale of particular categories of personal data referred to ART.9 of the GPRD or data relating to criminal convictions and offenses referred to in ART. 10 of the GRPD.

LEGAL BASIS AND TYPE OF PROCESSING

Registration and participation to INSTM's award need some processing of your personal data and, thus, gives INSTM, the legal basis for the process.

The data supplied by you, at the time of your registration, are collected and used within the limits established by law and regulations, for:

- Administrative management strictly related to the registration and participation to award.
- Management of specific obligations required by law, regulations, or EU legislation (for example, issuing certificates of participation or recognition of training credits).
- Sending documentation related to the award.
- Use of your image and/or your voice within videos, audios, and/or photographs thereof published on the website and social networks of INSTM.
- Provision of services reserved for participants.
- Management of possible judicial and extra judicial disputes.
- Reporting activities within projects.

MANDATORY OR DISCRETIONAL NATURE OF THE CONSENT

Consent to the processing of your data is necessary to registration and participation to award established by INSTM.

TYPES OF DATA PROCESSED

The processing operations mainly concern:

- Personal and identification data (name, surname, VAT number, place and date of birth, residence/domicile, identity card, email, mobile, bank and social security data).
- Data relating to the professional experience (CV).
- Data relating to interests and research areas.
- Data relating to the university / structure /institution to which it belongs.

RECIPIENTS OF PERSONAL DATA

Your personal data acquired and processed by INSTM for the above purposes may be disclosed to the following subjects:

- Subjects whose right of access to such data is recognized under regulatory provisions (Supervisory and Control Bodies).
- University consortium members (partners).
- Authorities responsible for evaluating the Consortium's performance and their intermediaries (eg ANVUR, CINECA, etc.).
- Companies and law firms for the protection of contractual rights.
- Insurance companies and credit institutions.
- Computer Consulting Society for the management of the I.C.T. and software of the Consortium.
- Subjects and institutions of EU and non-EU countries partners and co-organizers of the award.
- Subjects and suppliers utilized by INSTM or the co-organizers of the award to carrying out activities related, instrumental, or consequent to registration and participation in the award (e.g., for press services, data processing, and IT consulting, etc.).
- Financing bodies (from EU and non-EU countries) and their intermediaries for project reporting and auditing.

PROCESSING METHODS

The data processing will be carried out in compliance with the provisions of art. 32 of the GRPD and will take place with the aid of IT, telematics, and manual means. The data will be stored in electronic and paper archives, for the time not exceeding the duration and the processing needs defined in the present informative report on the collection of your personal data. Following periodic checks, the Data Holder may verify the strict relevance and non-excess of the data collected with respect to the obligations and purposes of the processing.

INSTM shall take appropriate technical and organizational security measures, in accordance with the provisions of the GRPD, in order to minimize the risks to your personal data, such as destruction or loss, including accidental, unauthorized access or treatment not allowed or not in accordance with the collection purposes, as defined in this Information

Your personal data acquired and processed by INSTM for the aforementioned purposes will be handled exclusively by authorized and appropriately trained employees and collaborators.

DATA CONSERVATION PERIOD

The obligation of keeping the necessary documentation for the correct management of the affiliation to the consortium, is variable depending upon the different regulations to be followed. The aforementioned obligation, however, is solely related to reporting, inspection and probationary issues.

RIGHTS OF THE DATA SUBJECT

We inform you that in quality of party, you have the right to claim to Control Authorities as well as the following rights, that you can exercise by turning special application to the Data Holder.

Art. 15 GDPR - Right of access by the data subject

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and all information about their processing.

Art. 16 GDPR - Right to rectification

The data subject shall have the right to obtain from the controller, without undue delay, the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data

subject shall have the right to have incomplete personal data completed, also providing a supplementary statement.

Art. 17 GDPR - Right to erasure ('right to be forgotten')

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay.

Art. 18 GDPR - Right to restriction of processing

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data.
- b) the processing is unlawful, and the data subject opposes the erasure of the personal data and requests the restriction of their use instead.
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise, or defense of legal claims.
- d) the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.

Art. 20 GDPR - Right to data portability

The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided. In exercising his or her right to data portability pursuant to paragraph 1, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

Art. 21 GDPR - Right to object

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions.

Art. 22 GDPR - Automated individual decision-making, including profiling

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her.

He or She has also the right to withdraw at any time the consent provided to data processing, the revocation has effect from the moment in which INSTM will come to knowledge. We remind that revocation, as required by GPDR, does not affect the legality of the processing based on the consent previously lent.

In all cases previously described, the exercise of his/her rights is suited to knowledge of those people to which your data have been communicated, except in the cases of the anticipated exemption by the GRPD. All the described rights are practiced with a informal request or by e-mail at following address: segreteria@instm.it

TRANSFERS OF PERSONAL DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANIZATIONS

A transfer of personal data to a third country or an international organization may take place where the European Commission has decided that the third country, a territory or one or more specified sectors within that third country, or the international organization in question ensures an adequate level of protection. In case of Data transfer within the meaning of art. 46, 47 or 49 (2) it may take place only if appropriate guarantees are given and if is granted access to the personal data and all information about their processing.