





PRIVACY POLICY ACCORDING TO EUROPEAN REGULATION 2016/679



INTERESTED PARTIES: CITIZENS

This policy is published in accordance with the EU Regulation Article 13 No 2016/679 (from now onwards called Regulations); the processing of personal data will be based on the principles of fairness, lawfulness, transparency and protection of Your privacy and Your rights.

	Controller	Company Name: Università degli Studi di Cagliari Address: Via Università, 40 - 09124 Cagliari E-mail Address: privacy@unica.it PEC (Certified E-mail): protocollo@pec.unica.it
	Data Protection Officer (DPO)	E-mail Address: dpo@unica.it PEC (Certified E-mail): protocollo@pec.unica.it


	Authorized Data Processors
<p>The data may be processed by employees or collaborators of the University, responsible for the pursuit of the purposes stated below, that have been explicitly designated and have received adequate operating instructions.</p>	


	SECURITY MEASURES
<p>The data processor informs you that the processing of your personal data is mostly performed through automated tools, by using security measures that guarantee the protection and security of the processed data. While processing your data, the processor could learn data that the Regulation defines as “special categories”, such as, for example, data about health, religion, labour, politics, judicial. In this case, we guarantee that the data will be processed with the maximum security and in accordance with the law.</p>	


	Purposes of Processing		Legal basis for processing
Purpose		Legal basis for processing	
ACCESS TO COURSES			Task of public interest
RECEPTION			Task of public interest
BIBLIOGRAPHICAL RESOURCES ACQUISITION			Task of public interest
HIGHER EDUCATION AND APPRENTICESHIP			Task of public interest
WORK PLACEMENT PROGRAM (WORK SCHOOL ALTERNATION)			Task of public interest
DOCUMENT ARCHIVE			Task of public interest
ASSISTANCE TO RESEARCHERS IN INBOUND MOBILITY			Task of public interest
BENEFITS AND SERVICES FOR STAFF			Response to a request from the data subject, Task of public interest
DOCTORATES AND MASTERS' CAREERS			Task of public interest
STUDENTS' CAREERS (STUDENT SECRETARIATS - GENERAL STUDENT AFFAIRS)			Task of public interest
CEDIAF			Task of public interest
INSTITUTIONAL ACTIVE CYCLE			Contractual activity, Task of public interest


VISITING PROFESSORS, TEACHERS, RESEARCHERS, DOCTORAL STUDENTS AND FOREIGN STUDENTS TAX NUMBERS	Task of public interest
PARTNERSHIP AND SUPPORT TO NVA IN INSTITUTIONAL ACTIVITIES AND OIV	Task of public interest
COMMUNICATION	Legal obligation, Task of public interest
SCHOOL DEPARTMENT COMMUNICATION	Task of public interest
INSTITUTIONAL COMMUNICATION	Task of public interest
CALLS AND CONTRACTS (DEPARTMENTS)	Task of public interest, Contractual activity
CALLS AND CONTRACTS (STAFF MANAGEMENT, ORGANIZATION, PERFORMANCE)	Task of public interest
CALLS AND CONTRACTS (FACULTIES)	Task of public interest
CONTRIBUTIONS TO STUDENT ASSOCIATIONS EX L.429/85	Task of public interest
AFFILIATIONS	Task of public interest
TEACHING OPEN POSITIONS FILLING	Task of public interest
EFIS – ACCESS TEST	Task of public interest
TENDERS	Task of public interest
MANAGEMENT OF COMPUTER ROOMS FOR INDIVIDUAL STUDYING	Task of public interest
LITIGATION MANAGEMENT IN THE STRICT SENSE - CDC	Legal obligation, Task of public interest
LITIGATION MANAGEMENT IN THE STRICT SENSE - ORD.+	Establishment - exercise - defence of legal claims, Task of public interest
LIBRARY SYSTEM MANAGEMENT	Task of public interest
PETTY CASH MANAGEMENT	Task of public interest
UNIVERSITY NETWORK MANAGEMENT (WIRED AND WIFI)	Task of public interest
MANAGEMENT OF TECHNICAL SYSTEM ACTIVITIES AND DATABASE	Task of public interest
MANAGEMENT OF AUTHORIZATIONS FOR ACCESS TO THE INFORMATION SYSTEM	Task of public interest
MANAGEMENT OF INFORMATION PROCESSES	Task of public interest, Legal obligation
EMERGENCY MANAGEMENT	Legal obligation, Task of public interest
HARDWARE MANAGEMENT	Task of public interest
NVA MISSIONS MANagements	Consent of the data subject, Task of public interest
DRSI PRIVACY MANAGEMENT	Task of public interest
ADMINISTRATIVE OFFICE MANAGEMENT DRSI	Task of public interest
WEBSITE, E-LEARNING PLAFTORM, ONLINE QUESTIONNAIRES/POLLS MANAGEMENT	Task of public interest
VIRTUAL MACHINES	Task of public interest
INBOUND MOBILITY	Task of public interest
COLLEGIAL BODIES	Task of public interest
EVENT ORGANIZATION (DIRDID)	Task of public interest
EVENT ORGANIZATION (DIRRICTER)	Task of public interest
INBOUND ORIENTATION	Task of public interest
INBOUND ORIENTATION	Task of public interest
ONGOING ORIENTATION	Task of public interest
OUTBOUND ORIENTATION	Task of public interest
CORRUPTION PREVENTION AND TRANSPARENCY	Task of public interest
INSOLVENCY PROCEEDINGS	Task of public interest
INVENTORY PROCEEDINGS – LOADING AND UNLOADING OF GOODS	Task of public interest
EUROPEAN DESIGN AND NEGOTIATION ACTIVITIES	Task of public interest
PROTOCOL AND STORAGE	Task of public interest


LABOUR RELATIONS	Task of public interest
LIBRARY SERVICE	Task of public interest
WEB CONTENT STREAMING	Task of public interest
ONLINE SERVICES SUPPORT FOR TEACHERS AND STUDENTS	Task of public interest
SUPPORT FOR UNIVERSITY DESIGN	Task of public interest
SUPPORT FOR THE PROCESS OF FILLING OPEN TEACHING POSITIONS	Task of public interest
ONLINE ACCESS TEST FOR DEGREE PROGRAMS OF THE FACULTY (TOLC -CISIA) (*)	Task of public interest
ONLINE ACCESS TEST FOR DEGREE PROGRAMS: TOLC -CISIA (*)	Task of public interest
INBOUND VISITING PROFESSOR	Task of public interest

	Processed Data
Data Type	Source
Common (name, surname, tax number, address, telephone number, email, degree), bank, economic, tax (IBAN) information, judicial data, pictures – video – photos, health data, behavioural and lifestyle data, religious – philosophical data, information about political and labour opinions	Data gathered from the data subject, data transferred from other internal offices from the processor, navigation data from the subject, data gathered from databases acquired from third parties, data gathered from other processors, data gathered from spontaneous requests from the subject


	Provision of data
The processing of data whose legal basis is a task of public interest / legal obligation does not require consent	



	Personal data processed by suppliers
Supplier	
ARUBA	
CINECA	
Consorzio UNO (Courses in Oristano)	
MICROSOFT	


	Data retention time
The data related to the objectives stated above will be stored for the time specified by the law. The data will be processed for the time necessary to finish the objectives stated above. The data will be destroyed or anonymized, consistent with the technical cancellation and backup procedures.	

	Data communication	
Recipient Macro-category	Recipient Category	Mode of communication
External	Public and private entities, Certifying Administrations in the context of checking the affidavits according to DPR 445/2000, ANAC, Commission members (external), Revenue Agency, PerlaPA, RAS, SIL (RAS), Embassy, police headquarters, Region and the local Direction of labour, CINECA	Library Management, PEC, insertion in the Public Function platform

Internal	Facility office(s) of the University, other facilities' office(s) of the University, Components of the Commissions (internal), Office / s of the University structure, Office / s of another University structure, Components of the Commissions (internal), Council Components	Library Management
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	Data Dissemination
Purpose	
ACCESS TO DEGREE PROGRAMS	
ASSISTANCE TO RESEARCHERS IN INBOUND MOBILITY	
DOCTORATES AND MASTERS' CAREERS	
INSTITUTIONAL COMMUNICATION	
CALLS AND CONTRACTS (DEPARTMENTS)	
CALLS AND CONTRACTS (STAFF MANAGEMENT, ORGANIZATION, PERFORMANCE)	
CALLS AND CONTRACTS (FACULTIES)	
TEACHING OPEN POSITIONS FILLING	
TENDERS	
INBOUND ORIENTATION	
OUTBOUND ORIENTATION	
CORRUPTION PREVENTION AND TRANSPARENCY	
SUPPORT FOR UNIVERSITY DESIGN	
INBOUND VISITING PROFESSOR	

	Data Subject Rights
<p>Finally, we inform you that you can exercise the rights provided for by art. 12 of the Regulation, by writing to:</p> <p style="text-align: center;"></p> <p>e-mail: privacy@unica.it - pec: protocollo@pec.unica.it – ordinary mail Università degli Studi di Cagliari - via Università, 40 - 09124 Cagliari</p> <p>You will be able to request to know the source of data, the logic and purpose behind the processing; you can obtain the destruction, anonymization or block of the data used in violation of the law, and you can request the update, the correction or, if you need, the integration of the data itself; you can oppose, for legitimate reasons, to the processing.</p> <p>You have the right to lodge a complaint with the Data Protector Authority as the control authority according to the procedures previously laid down.</p>	

	Awareness of the Information
<p>By signing this document, I declared to have received and read the Privacy Policy</p> <p>Location _____, Date __/__/____</p> <p style="text-align: right;">Signature _____</p>	