



PRIVACY POLICY FOR SELECTION PROCEDURES

Information on the processing of personal data of subjects interested in participating in procedures for the recruitment of personnel or selection procedures for admission to courses with set quota or for the awarding of research grants, scholarships, collaborations and/or teaching roles.

To all concerned subjects

We wish to inform you that the General Data Protection Regulation (EU Regulation 2016/679 of the European Parliament and Council of 27 April 2016), from now on GDPR, concerning the protection of persons with regard to the processing of Personal Data, provides for the protection of individuals with regard to processing of personal data as a fundamental right.

According to article 13 of the GDPR, therefore, we must inform you that:

DATA CONTROLLER

The data controller of your personal data is the University of Florence, located in Florence, Piazza San Marco, 4 - phone 055 27571 - email urp@unifi.it, pec: ateneo@pec.unifi.it.

DATA PROTECTION OFFICER

The Data Protection Officer (RPD) is Mr. Massimo Benedetti, Director of the General and Legal Affairs Department, Florence, via G. la Pira, 4 - phone. 055 2757667 - email: privacy@adm.unifi.it.

PURPOSES OF THE PROCESSING AND LEGAL BASIS

in compliance with the principles of lawfulness, fairness, transparency, adequacy, relevance and necessity as per art. 5, paragraph 1 of the GDPR the University of Florence, as Data Controller, will process the personal data supplied by you at the time of the registration to the selection procedure, exclusively to allow it to be carried out in compliance with the current legislation pertaining to this matter.

In particular, the data you provide will be collected and processed, using manual, paper and electronic methods, and will be entered in paper and/or electronic archives for the following purposes:

- a) verification of the existence of the requirements for participation in the selection tests (titles, curriculum) and the absence of causes impeding participation (judicial data);
- b) assessment of the chronic or temporary disability of the interested party for possible use of specific aids during the competitive examinations;
- c) ascertaining any criminal convictions for prisoners wishing to participate in selections to access courses with set quota;

d) for statistical or scientific research purposes or for identifying actions aimed at improving education services on aggregated or anonymous data, with no possibility to identify the person.

CATEGORIES OF DATA USERS AND POSSIBLE DATA DISCLOSURE

The data processed for the purposes mentioned above will be communicated or will in any case be accessible to employees and collaborators assigned to the competent offices of the University of Florence, who, in their capacity as data protection officers and/or system administrators and/or persons in charge of processing, will be adequately trained for this purpose by the Controller.

The University can disclose the personal data under its control to other public administration offices if these must process the data for any proceedings falling under their own institutional competence as well as to all those public entities to which, in the presence of the relevant prerequisites, the communication is mandatory according to EU provisions, laws or regulations.

The management and conservation of personal data collected by the University of Florence takes place on servers located within the University and/or on external servers provided by suppliers of a number of services necessary for the technical-administrative management of data. Such suppliers, for the sole purpose of the requested service, may have access of your personal data and in such cases they will be duly appointed as Data Processors pursuant to art. 28 of the GDPR. The data collected will not be transferred to countries outside the EU.

DATA CONSERVATION PERIOD

Personal data, data relating to ranking and records are kept indefinitely over time also for historical interest based on the archiving obligations imposed by the current legislation. The remaining data collected (outlines and competition papers) will be kept for the time established by current legislation or by University Regulations as per its conservation rule book.

YOUR RIGHTS:

In your capacity as an interested party, you have the right to request from the University of Florence, as the data controller, pursuant to articles 15, 16, 17, 18, 19 and 21 of the GDPR:

- access to personal data and to all the information referred to in article 15 of the GDPR;
- correction of incorrect personal data and the integration of incomplete personal data;
- cancellation of personal data, except for those contained in documents that must be compulsorily kept by the University and unless there is a legitimate overriding reason to proceed with the processing;
- the limitation of processing where one of the hypotheses referred to in article 18 of the GDPR occurs.

You also have the right:

to oppose the processing of personal data, without prejudice to what is necessary with regard to the need and compulsory treatment for the purpose of establishing the relationship;

to revoke any consent given for non-mandatory data processing, with no prejudice to the lawfulness of the process based on the consent given before the revocation.

HOW TO EXERCISE YOUR RIGHTS

You may exercise all the above rights by sending an e-mail to the Data Protection Officer at the following e-mail address privacy@adm.unifi.it.

COMPLAINTS

In your capacity as an interested party, you also have the right to lodge a complaint with the Guarantor Authority for personal data protection pursuant to art.77 of the GDPR.

OBLIGATORINESS FOR DATA PROVISION

The provision of personal data for the purposes referred to in subparagraphs a) and c) is obligatory to allow the performance of selection examinations. The provision of sensitive personal data for the purposes referred to in letter b) is optional. In the case, however, that you refuse to provide your personal data, the Administration cannot guarantee the benefits provided by the law during the competitive examinations. The process referred to in letter d), does not provide for the application of the GDPR since it applies to aggregate or anonymous data.

Updated to June 2018