



UNIVERSITÀ
DEGLI STUDI
FIRENZE

INFORMATION ON THE MASTER ADMISSION PROCESS in accordance with Art. 13 of the EU General Data Protection Regulation 679/2016

The University of Florence (“the University”) provides the applicants, in accordance with Articles 13 of the EU General Data Protection Regulation 679/2016 (‘GDPR’), with the following information in relation to the processing of their personal data collected through the form available at: <https://apply.unifi.it/>

1) Data Controller

The University of Florence, legally represented by the Rector, acts as the data controller. Its registered office is Piazza S. Marco 4 – 5021 FIRENZE (ITALY).

2) Data Protection Officer

The University has appointed a Data Protection Officer (DPO). For any question about the processing of personal data, please contact the DPO at privacy@adm.unifi.it

3) Purposes of the data processing and type of personal data processed

To apply for admission to master programs you are requested to submit the following personal information:

- first name
- surname
- date and place of birth
- citizenship
- Country of domicile
- gender
- email address
- phone number
- postal address
- previous education information and documents
- curriculum vitae
- passport’s number and its issue/expiry date



The University will process your personal information to carry on the assessment process and to contact you in order to provide you with assistance on the above-mentioned process.

Not providing the University with all or part of the above-listed data may mean that we cannot contact you and assist you with the admission process.

The legal basis for the above-mentioned personal data processing is represented by Art. 6.1.e) of the GDPR.

You can object to the processing of your personal data at any time by contacting to the DPO at above mentioned contact details. The University will stop the processing of your personal data, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

4) RETENTION PERIOD

Applicants' personal data will be stored in accordance with the law related to the storage of administrative documents.

5) THIRD PARTIES AND RECIPIENTS OF PERSONAL DATA

For the purposes mentioned above, in addition to authorized employees and University collaborators, personal data may also be processed by subjects who offer the University services or accessories strictly connected to the University's institutional activities.

6) DATA SUBJECT RIGHTS

In accordance with Art. 15-21 of the GDPR, you have the right to:

- **access** personal data the University maintain about you
- request their **correction** or **update**
- request their **transfer** (*right to data portability*)
- **object** or **restrict** to use by the University of your personal data
- request to **delete** your personal data (*right to be forgotten*)

You can exercise the above-mentioned rights by contacting the DPO at privacy@adm.unifi.it.

If you think that your personal data have not be handled correctly, you may lodge a complaint with the *Garante per la Protezione dei Dati Personali* (Art. 77 of the GDPR) or seek judicial remedies before the Court (Art. 79 of the GDPR).