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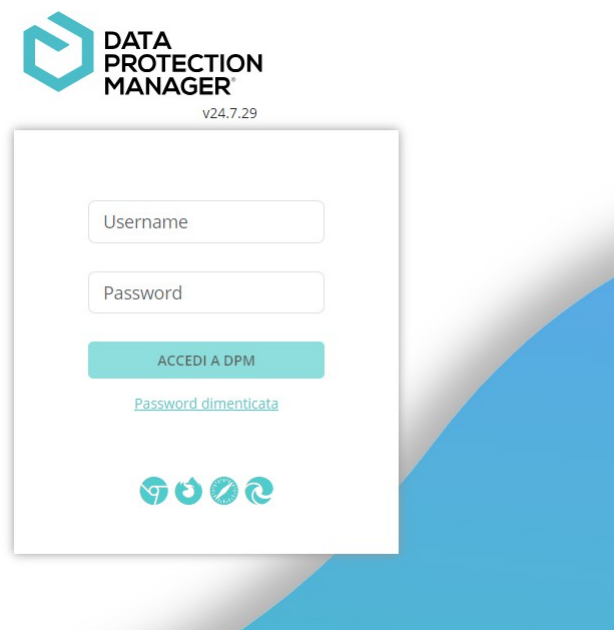
Scuola Universitaria Superiore Pavia

PROCEDURE FOR REPORTING PERSONAL DATA BREACHES (so-called *DATA BREACH*) BY TEACHER AND RESEARCH PERSONNEL, ADMINISTRATIVE TECHNICAL PERSONNEL AND SCHOOL ASSIGNMENTS THROUGH THE DPM PORTAL

All individuals who in any capacity process personal data under the owner's purview are required in the event of an actual, potential or suspected personal data breach (by way of example, in the event of: unauthorized disclosure of personal data; loss or destruction of personal data due to accident, adverse event, fire or other calamity; modification or alteration of personal data; access or acquisition of data by unauthorized third parties) to immediately notify the University Data Protection Officer (DPO), notifying the breach as soon as possible and in any case no later than 48 hours after the discovery of the event.

For internal individuals with DPM application credentials, the report must be submitted through this application. The procedure for making the report is as follows:

1. Authenticate yourself with your own credentials (username: firstname.lastname) and log in the DPM application at the following link: <https://iusspavia.privacymanager.eu/dashboard>



2. From the user's personal page create a data breach notification by clicking on "Create a data breach report."



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3. Enter within the data breach notification form the required information: Data breach name; Breach impact area (availability, integrity, confidentiality); Event date and detection date (hours, minutes); Notification description with summary reconstruction of the breach and click on "Save."
4. By saving the notification, an email will be automatically sent to the address defined for the Data Protection Officer (DPO/DPO) and the potential breach will go into the breach log for evaluation and management.

For **external parties (NOT in possession of the DPM application credentials)**, notification of a potential, suspected or actual personal data breach is to be submitted by pec by accurately filling out, in all its parts, the appropriate "Data Breach Communication Form" on the School's website.

Please note that the communication of a personal data breach is of utmost importance in order not to incur the responsibilities and sanctions provided for in the EU Regulation 2016/679 on the protection of personal data protection.

For any clarifications you can contact the O.U. General Affairs at affari.generalisti@iusspavia.it
In case of need it is also possible to contact the DPO of the IUSS School at dpo@iusspavia.it