



IUSS

Scuola Universitaria Superiore Pavia

INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF CARRYING OUT SELECTION PROCEDURES (Pursuant to EU Regulation 2016/679)

Pursuant to Article 13 of the EU Regulation 2016/679 ("GDPR") on the protection of individuals with regard to the processing of personal data and on the free movement of such data, IUSS School informs those interested in participating in personnel recruitment procedures or in selection procedures for admission to courses with programmed numbering or for the award of research grants, scholarships, collaborative/teaching assignments, regarding the use of their personal data provided at the time of registration for the selection procedure.

Data controller and Data protection officer (DPO)

Data controller is IUSS School represented by the Rector (headquarter Piazza della Vittoria n. 15, 27100 Pavia – PEC diram@pec-iusspavia.it).

IUSS School has appointed a Data Protection Officer (headquarter Piazza della Vittoria n. 15, 27100 Pavia – Tel. 0382375876 – email: dpo@iusspavia.it – PEC diram@pec-iusspavia.it).

Purpose of processing and legal basis

Personal data are collected and processed for the purpose of enabling interested parties to access the roles provided by the IUSS School's calls for applications, ascertaining the existence of the requirements for the performance of selection activities, in compliance with legal obligations.

The legal basis legitimizing the processing of personal data is Article 6 para. 1 lit. e) of the GDPR ("*processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*").

Aggregated or anonymized data, in a form that does not allow identification of the data subject, may be processed for statistical or scientific research activities or to analyze possible improvements in educational services.

Categories of data

The personal data collected and processed are:

- a) identifying data, such as first and last name, date and place of birth, Social Security Number, residence, citizenship, ID;
- b) contact information, such as email address or cell phone number;
- c) data related to criminal convictions and offenses (referred to in Article 10 of the GDPR) and other judicial data;
- d) health-related data, defined by Article 4(1)(15) of the GDPR as "*data relating to the physical or mental health of a natural person, including the provision of health care services, that reveal information relating to his or her state of health.*"



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Treatment methods

Data are collected in accordance with the principles of relevance, completeness and nonexcessiveness in relation to the purposes for which they are processed. The personal data provided are processed in compliance with the principles of lawfulness, fairness and transparency, provided for in Article 5 of the GDPR, with the aid of computer and telematic tools suitable for storing and managing the data themselves and, in any case, in such a way as to guarantee their security and protect the utmost confidentiality of the data subject. The data may possibly also be processed by means of paper media. The data will in any case be processed in accordance with the provisions of Article 32 of the GDPR to prevent data loss, illicit or incorrect use and unauthorized access and in accordance with the provisions of AgID Circular No. 2/2017 "Minimum ICT security measures for public administrations."

The provision of data is, in general, obligatory to allow the conduct of the selective tests, to assess the participation requirements and the possession of qualifications, and failure to provide them may preclude this assessment, resulting in exclusion from the procedure. The provision of data (such as temporary/chronic disability) to take advantage of any facilities during the tests is optional. Refusal will not allow the IUSS School to provide services/facilities provided by law during the competition tests.

Communication, dissemination and transfer of data

Personal data will be processed, in compliance with the relevant regulations, exclusively by the staff of IUSS School, properly trained and authorized to process personal data, according to the functions arising from the organizational chart. Data will also be processed by members of selection and competition committees.

Personal data may be communicated, in the cases provided for by Community provisions, laws or regulations, to the Judicial Authority and other public administrations if they have to process the data for procedures of their own institutional competence as well as to all those public subjects to which, in the presence of the relevant prerequisites, communication is obligatorily provided for (MIUR for national programmed number notices, certifying Administrations when checking the substitute declarations made for the purposes of Presidential Decree No. 445 of 2000, etc.).

The data may also be communicated to some external parties, identified as External Data Processors to whom the IUSS School outsources services of its competence or with whom conventions or agreements are put in place.

Finally, data subjects' personal data are not transferred to third countries outside the EU or international organizations.

Data retention



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Any other personal data that may be processed will be retained, depending on the type of documents, for no longer than is necessary to achieve the purposes for which they are processed ("principle of retention limitation": GDPR, art.5), in accordance with the provisions of the law.

Data pertaining to participants who were not successful in the selections will be kept for a term, however, not exceeding ten years. Data pertaining to rankings or minutes shall be retained indefinitely in time.

Rights of the data subject

Data subjects have the right to request from the data controller access to and rectification or erasure of personal data or restriction of the processing concerning them or to object to the processing (Articles 15 et seq. of EU Regulation 2016/679). The appropriate application is submitted by writing to Scuola Universitaria Superiore IUSS - Piazza della Vittoria n. 15, 27100 Pavia – PEC diram@pec-iusspavia.it. The application may also be submitted through the Data Protection Officer, writing to dpo@iusspavia.it.

Data subjects, if the conditions are met, also have the right to lodge a complaint with the Guarantor in accordance with the procedures provided for in Article 77 of Regulation (EU) 2016/679, or to take action pursuant to Article 79 of the Regulation.

No automated processing will be carried out, including profiling as referred to in Article 22, paragraphs 1 and 4, of the GDPR.