

---

## INFORMATION ON THE PROCESSING OF PERSONAL DATA OF PARTICIPANTS IN THE SELECTION FOR ADMISSION TO THE RESEARCH DOCTORATE AND PHD STUDENTS

(for the purposes of art.13, of Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), and *Legislative Decree no. 196/2003 and subsequent amendments* .  
*Code regarding the protection of personal data and ethics*)

To facilitate the reading and understanding of its content, the information is divided into specific paragraphs and in particular: 1. Purpose of the processing; 2. Legal basis of the processing; 3. Processing methods; 4. Nature of the provision of data; 5. Communication of personal data and their transfers abroad; 6. Subjects of the processing; 7. Data retention times; 8. Rights of the data subject and their enforcement.

### 1. Purposes of the processing

In accordance with current legislation, we wish to inform you that the "Leonardo da Vinci" Online University (hereinafter referred to as "the University") processes the personal data you have provided both when participating in the selection procedure for access to the research doctorate and - if the selection ends with the admission to the research doctorate - during the entire training course.

For your knowledge, the main definitions of the current legislation are re-called as following:

"Personal data" means "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person ". By "processing" we mean "any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction".

The University processes your personal data and in particular the anagraphical data, tax data, data relating to your *curriculum vitae et studiorum*, exclusively to carry on the administrative activities involved into the participation in the selection procedure, and in addition those related to the position as a student in case of admission and subsequent enrollment in the PhD course. The processing of your personal data is therefore instrumental to the purposes of managing the selection and enrollment procedures, managing the university career and, more generally, carrying out the relevant administrative, teaching, research activities and relating to the guarantee of the right to study that the University has to ensure.

The University may also process your personal data for statistical and scientific purposes, also to facilitate the analysis and improvement of the activities and services of teaching, research and regarding the right to study. The processing may regard the data relating to your state of health, if you ask for particular aids or services during the test and/or subsequently during the learning course.

The processing of your personal data is carried out in compliance with current legislation, the rights, fundamental freedoms and dignity of the data subject, with particular reference to confidentiality, personal

identity and the right to protection of personal data, as well as the principles of lawfulness, fairness, relevance, minimisation and purposes limitation.

## **2. Legal basis of the processing**

For the purposes referred to in the previous par. 1, the personal data you provide are processed as stated by art. 6, par. 1st letter c), lett. e) and lett. f) of the Regulations, since the processing is necessary for carrying out administrative activities instrumental to the participation in the selection procedure, for those necessary to respect the administrative fulfillment of the learning programme in case of admission and subsequent enrollment in the PhD course, as well as for the fulfillment of specific legal obligations of the University.

## **3. Processing methods**

The processing of your personal data is carried out, through the actions or series of actions indicated by the aforementioned regulatory definition of "processing", with or without the support of electronic tools.

## **4. Nature of the provision of data**

The nature of the provision of personal data is to be considered mandatory as it is necessary to carry out the activities indicated in the previous paragraphs 1 and 2.

Your deny to provide personal data will prevent the University to carry out the aforementioned activities. Your refusal to provide personal data also impede the University to properly manage the selection procedure for access to the PhD programme, as well as the learning course after accessing the PhD.

## **5. Communication of personal data and possible transfers abroad**

Your personal data will be processed by the University offices and employees exclusively for the institutional purposes of the University itself. Your personal data may be transferred to public or private companies where teaching or research or internship activities relating to the PhD course could be carried out.

If necessary for the aforementioned purposes, your personal data may also be transferred to public and private bodies, including:

- M.I.U.R. (Ministry of University and Research);
- C.U.N. (National University Council);
- I.N.P.S. and the Fiscal Agency, in relation to the obligations deriving from the grant of doctoral scholarships;
- Certifying administrations, when checking the substitutive declarations made for the purposes of Presidential Decree no. 445/2000;
- public bodies, for the purpose of awarding any subsidies, contributions or other benefits, also in favor of particular categories of doctoral students;
- public bodies and private entities, including foreign ones (but within the EU), for the obligations connected with the grant of doctoral scholarships on the basis of specific agreements;
- Italian State's Attorney, Ministry of Foreign Affairs, Police Headquarters, Embassies, Public Prosecutor's Office in relation to residence permits or the recognition of particular *status* of the doctoral student;

- insurance bodies and Inail, for the obligations relating to insurance and accident management;
- Regional administrative body, other accredited or authorized public and private operators and possible employers, for the purposes of counselling and employment (pursuant to Law no. 30/2003, on the reform of the labor market, and subsequent implementations);
- Regional Management Bodies (entities with administrative-managerial autonomy established pursuant to Law no. 390/91 regarding *the right to university studies*);
- University and academic institutions, including foreign ones (only in the EU) for the obligations and activities for the international mobility of doctoral students and for the management of transfers;
- Foreign Universities and Academic Bodies (only in the EU), related to conventions that regulate the setting of doctoral courses with double or multiple degrees and for co-supervised doctorates;
- other public or private subjects to which the University entrusts its own services, in *outsourcing* or with which conventions or agreements have been entered into, within the limits established by current legislation;
- Judicial authority;
- private individuals, including foreigners (only in the EU), after request from the data subject, to confirm qualifications or requirements, to counselling, training and employment in accordance with the relevant current legislation.

The University may use the support of external suppliers for the provision of specific services involved into the technical-administrative management, which could become aware of the personal data of applicants to access the PhD courses, as well as of PhD students, solely for the purposes of the requested service. The list of suppliers is available on the University website [www.unidav.it](http://www.unidav.it). The University does not disclose your personal data to subjects (public and private) located in countries outside the European Union. The University will publish your data, in compliance with the limits established by current legislation, for the needs related to communications regarding the procedure, or about the regulations on transparency and information related to the selective procedures regulated by laws.

## **6. Subjects of the processing**

The data controller is the "Leonardo da Vinci" Online University, Piazza San Rocco, 2 - 66010 Torrevecchia Teatina - legally represented by the President, Tel. 0871.361658, e-mail [presidenza@unidav.it](mailto:presidenza@unidav.it); pec: [segreteria@pec.unidav.it](mailto:segreteria@pec.unidav.it). The list of data processors is available on the University website [www.unidav.it](http://www.unidav.it).

## **7. Retention times of the data processed**

Your personal data will be kept for 5 (five) years if the participation in the selection procedure for access is not followed by admission; without limitation if the participation in the selection procedure for access is followed by admission and subsequent registration to the Course of doctorate.

## **8. Rights of the data subject and their enforcement**

According to current legislation, as a data subject, you have the right:

- (to) obtain from the data controller confirmation if your personal data are being processed or not;

- (to) access to personal data and in particular to the following information: the purposes of the processing; the categories of personal data being processed; the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular if they are recipients of third countries or international organizations; when possible, the retention period of the personal data provided or, if not possible, the criteria used to determine this period; the possible existence of an automated decision-making process, including profiling, and knowledge of the logic used, as well as the importance and consequences of such processing for the data subject;
- (of) rectification of inaccurate personal data and integration of incomplete personal data;
- under the conditions provided for by current legislation, the cancellation of data or the limitation of the processing that concerns you;
- (to) the portability of personal data, if the conditions recur;
- (to) oppose the processing;
- (to) propose a complaint, if the circumstances arise, to the Guarantor for the protection of personal data, as the supervisory authority operating in our legal system.

To exercise the rights referred to in the previous point, you must send a written communication, addressed to the data controller: Leonardo da Vinci Online University, Piazza San Rocco, 2 - 66010 Torrevicchia Teatina -, or via e-mail to the following address : [presidenza@unidav.it](mailto:presidenza@unidav.it). In any case, and to enhance the protection of your rights, please attach a copy of a valid identification document to the request.

**Signed by the President**  
**Dr. Federica CHIAVAROLI**