



Università degli Studi di Sassari
AREA DIDATTICA, ORIENTAMENTO E SERVIZI AGLI STUDENTI
EMAIL SERVICE @PHD.UNISS.IT
INFORMATION FOR THE PROCESSING OF PERSONAL DATA
(pursuant to Articles 13 and 14 of EU Regulation 2016/679)

In addition to the information provided at the time of enrolment, for the specific procedure functional to the issue and management of the ordinary email address @phd.uniss.it, we inform you that the University of Sassari, the data controller, will process your personal data, which in accordance with the General Regulation on the Protection of Personal Data (Reg. EU 2016/679 of the European Parliament and Council of 27 April 2016 - GDPR), Legislative Decree 196/2003 (Privacy Code) and subsequent amendments and additions, a) will be processed lawfully, fairly and transparently; b) will be collected for specified, explicit and legitimate purposes; c) will be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed; d) will be accurate and if necessary updated e) will be kept in a form which permits identification of the data subject for no longer than is necessary for the purposes for which they are processed; f) will be processed in such a way as to ensure adequate security, by means of appropriate technical and organisational measures, against unauthorised or unlawful processing and accidental loss, destruction or damage.

Through this document, in accordance with Articles 13 and 14 ff. of the GDPR, we inform you about WHICH PERSONAL DATA WE WILL PROCESS, WHO and WHY will process it, HOW and for HOW LONG, as well as how to exercise your RIGHTS in this regard

1) IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

The data controller is the **University of Sassari**, whose legal representative is the Rector *pro tempore*.
The contact details of the Data Controller are: University of Sassari, Piazza Università, 21 - 07100 Sassari
PEC: protocollo@pec.uniss.it Email: rettore@uniss.it

2) CONTACT DETAILS OF THE DATA PROTECTION OFFICER (DPO)

The Data Protection Officer can be contacted at the following references
PEC: protocollo@pec.uniss.it Email: dpo@uniss.it

3) PERSONAL DATA, PURPOSE, LEGAL BASIS

PERSONAL DATA AND PURPOSE	STAKEHOLDERS	LEGAL BASIS
Personal and contact details, (user, first name, surname, tax code, personal email address declared during registration). The @phd.uniss.it email of a doctoral student is part of a Google Workspace for Education account created by the university's domain administrator. During creation, Google associates personal data with the account. The personal data provided for the release of the e-mail account requested will be processed for the pursuit of the University's institutional purposes, the performance of administrative, teaching and research activities, and in general for the management of the relationship between the University and the doctoral student, to allow the provision of the specific services requested and to comply with legal obligations. The data provided, rendered anonymous, may be used for statistical surveys	PhD students at the University of Sassari	(Art. 6. 1e GDPR) processing is necessary for the performance of a task carried out in the public interest or in the exercise of public authority vested in the data controller; The personal data provided will be processed for the pursuit of the institutional purposes of the University: failure to provide the data, or providing partial or incorrect data, may make it impossible to carry out the administrative activities and provide the related services requested

4) PERSONS AUTHORISED TO PROCESS PERSONAL DATA, RECIPIENTS AND ANY CATEGORIES OF RECIPIENTS OF PERSONAL DATA, EXTERNAL DATA CONTROLLERS

The data will be processed within the university, under the responsibility of the Data Controller, by authorised and suitably trained individuals pursuant to Article 29 of the GDPR, involved in the functions necessary to carry

out the specific purposes indicated and operating in the offices in charge of the Teaching, Guidance and Student Services Area (Higher Education) and the IT Service Centre.

Personal data may be communicated to other public administrations in the case of proceedings falling within their institutional competence and to all those public entities to which, in the presence of the relevant prerequisites, communication is mandatorily provided for by EU provisions, laws or regulations.

The data may be processed for the purposes envisaged by external Processors who have entered into specific agreements, conventions or memoranda of understanding, contracts with the Data Controller:

- GOOGLE (Google Workspace for Education service provider, email on domain @phd.uniss.it)

5) DATA RETENTION PERIOD

Personal data will be stored in accordance with the principles of art. 5 EU Regulation 2016/679, for a period of time not exceeding the fulfilment of the purposes and in compliance with the relevant legal and/or regulatory obligations.

The email box on the domain @phd.uniss.it will remain active for 7 years from the moment of enrolment in one of the PhD courses of the University of Sassari and afterwards, subject to prior notice and invitation to download the data, it will be decommissioned with deletion of the content.

Your data may be kept for a longer period limited to cases of archiving in the public interest, scientific or historical research or for statistical purposes, subject to the adoption of appropriate technical and organisational measures.

6) SOURCE FROM WHICH PERSONAL DATA NOT OBTAINED FROM THE DATA SUBJECT ORIGINATE

In order to issue and manage the box, the holder will process personal data already held by the university following your enrolment.

7) HOW WE PROCESS PERSONAL DATA, MEANS/METHODS OF PROCESSING/SECURITY MEASURES

The data will be processed by means of computer tools and on paper. To this end, the Data Controller adopts specific and adequate security measures to guarantee the security, integrity, availability and confidentiality of the data in order to deal with the risks of destruction, loss, modification, access, unauthorised disclosure.

Processing may include "*operations (...) such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, comparison or interconnection, restriction, erasure or destruction*" (Art. 4 GDPR).

8) AUTOMATED DECISION-MAKING

Processing **does not involve** automated decision-making (including profiling)

9) TRANSFER OF DATA TO A THIRD COUNTRY

The university uses Google tools (Google Workspace for Education) and therefore it is possible that this will result in the transfer of personal data to the USA or other third countries depending on the location of the servers. The agreement on the transfer of personal data is based on Standard Contractual Clauses (SCCs) approved by the European Commission, i.e. contractual commitments between the parties that adequate data protection safeguards will be observed.

10) RIGHTS OF THE DATA SUBJECT

By contacting the Data Controller or the Data Protection Officer at the addresses indicated, you, as a data subject, have the right to exercise the **right of access** to your personal data (art. 15 GDPR); the right to request more information in relation to the contents of this privacy policy (art. 13 and 14); **the right to rectification** of inaccurate personal data and integration of incomplete personal data (art. 16); **the right to erasure/oblivion** (except for data contained in records that must be compulsorily kept by the University and unless there is an overriding legitimate reason for processing) (art. 17); **the right to limitation** (art. 18); **the right to data portability** (in the cases provided for by law) (art. 20); **the right to object** (art. 21)

FOR PROCESSING BASED ON CONSENT, you have **the right to revoke your consent** at any time, without affecting the lawfulness of the processing based on the consent given before revocation (art. 7 c.3 GDPR) by contacting the Data Controller or the DPO;

RIGHT OF COMPLAINT TO A CONTROL AUTHORITY (art. 77 GDPR)/ or RIGHT OF APPEAL TO THE JUDICIAL AUTHORITY pursuant to Article 140-bis of Legislative Decree No. 196/2003, as amended by Legislative Decree No. 101/2018:

Autorità Garante della Privacy

www.garanteprivacy.it

UPDATING OF INFORMATION

This policy may be subject to updating.

For this reason, we advise you to periodically check the Privacy section of the university website

www.uniss.it/privacy

to consult and always refer to the most recent version