

Information regarding the processing of personal data (art 13 reg. UE 679/2016)

In compliance with the provisions of the new EU Regulation No. 679/2016 on the processing of personal data, "GDPR" (General Data Protection Regulation), which came into effect on May 25, 2018, the personal data you provide to the Collegio Universitario Luciano Fonda will be processed following the principles of lawfulness, fairness, and transparency, ensuring the protection of privacy and the rights of the data subjects.

The processing of data is carried out following the terms and conditions of this Notice. It contains relevant information regarding the methods and purposes of processing personal data and outlines your rights.

The notice governs using personal data collected through various means, including our website, enrollment forms, and other data collection methods.

1- DATA CONTROLLER

The data controller is the Collegio Universitario Luciano Fonda. The telephone number is +39 040 2465184, and the email address for communications is info@collegiofonda.it. The data processing manager is the Legal Representative.

2- TYPES OF COLLECTED DATA

The collected data includes:

- **Contact information:** name and surname, address of domicile and residence, telephone numbers, email address, name and surname of a family member, and their contact details.
- **Identification data:** place and date of birth, tax code, identity document number, issue and expiry date.
- **Payment data:** bank details or credit card information.
- **Academic and educational career information:** qualifications, certificates, educational and professional history.
- **Professional career information of trainers, collaborators, and employees:** qualifications, publications, educational and professional history.
- **Economic situation information:** ISEE, income from occasional self-employment, enrollment in mandatory pension schemes.
- **Health data:** medical certificates for specific needs or special requirements.
- **Access and usage data:** IP addresses, browsing data on our website, cookies, and tracking tools defined in a specific cookie policy.
- **Personal images:** photos and videos.
- Other information that may be communicated to or requested by the Collegio.

3- PURPOSES AND LEGAL BASIS FOR DATA PROCESSING

The collected personal data will be used, processed, and stored for the following purposes:

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(art 13 reg. UE 679/2016)

1. **Communications:** sending information related to the Collegio, admissions, residential services, events promoted by the Collegio, updates, and newsletters. The email address you provide may be collected and used by the data controller or authorized parties to inform you about activities promoted by the Collegio. Your consent is necessary to process your data for this purpose.
2. **Candidate selection and communication procedures.** We do not require your consent to use your data for these activities, as we need to provide the data to prevent us from proceeding with the Collegio Universitario Luciano Fonda selection process.
3. **Contractual stipulation:** contract with the Collegio, accommodation contract, and signing of the Learning Agreement (and/or Teaching and General Regulations). Using your data for these activities does not require your consent, as refusal to provide the data would prevent admission to the Collegio Universitario Luciano Fonda.
4. **Provision of educational services:** managing registrations, attendance/absences to monitor compliance with the educational agreement, organizing events, and issuing certificates and diplomas. Personal data and student career information will be used for activities the Collegio maintains with the University of Trieste and the Ministry of University and Research (MUR).
5. **Provision of residential services:** assignment and management of accommodation services.
6. **Administrative accounting management:** billing, payment management, accounting, tax obligations. Your consent is necessary to process your data for this purpose.
7. **Promotional activities:** your data, as well as images and comments featuring you, may be published or disseminated, reproduced within Collegio's website or on social networks or any other means of communication (print) free of charge. The data controller may only process such after your consent is expressed.
8. **Security and fraud prevention:** protecting our networks and your data.
9. **Improvement and customization of services:** analyzing educational needs, evaluating course quality, statistical, promotional, or historical or scientific research purposes, recognition and accreditation of the Collegio with the MUR. You must express your consent when it is necessary to know and process sensitive data for such activities.
10. **Compliance with legal obligations.**

We process your data based on the following legal bases:

1. **Execution of a contract:** to provide residential and educational services.
2. **Consent:** for specific promotional activities or treatments not necessary to execute the contract.
3. **Legal obligation:** to fulfill tax, accounting, and legal obligations.
4. **Legitimate interest:** to improve our services and ensure security.

4. DATA PROCESSING METHODS

Data processing will be carried out at the operational offices of the Collegio Universitario Luciano Fonda and any other locations where the parties involved in the processing are located. Processing will be conducted using electronic and non-electronic means, in compliance with fundamental freedoms and without infringing your privacy, inspired by the principles of transparency and fairness, and for purposes that do not exceed the collection mentioned above purposes. Data will be stored at the operational headquarters of the Collegio Universitario Luciano Fonda, located at the former military hospital, Via Fabio Severo 40, Trieste, with electronic storage taking place on secure servers located in controlled access areas. Data will be processed to ensure confidentiality and integrity, and appropriate security measures will be adopted to prevent data damage and loss, unlawful or incorrect use, and unauthorized access.

5. DATA COMMUNICATION AND DISSEMINATION

Data provided to the Collegio may be communicated, limited to the purposes of the requested and necessary professional services, to professionals, service companies, or entities assigned certain activities performed by the Collegio, particularly to employees, data processors, and collaborators of Joivy S.r.l. (administrative, commercial, legal staff) regarding accommodation to companies providing telematic, IT, educational, communication, administrative, accounting, tax, and pension services as data processors, as well as to the University of Trieste and the MUR. Personal data are not subject to any other dissemination unless required by a specific legal obligation.

6. DATA RETENTION PERIOD

Data will be retained for as long as necessary for the correct and complete execution of the collaboration contract or for the purposes for which legal obligations collect them. Once the contractual term has expired or once the requested services have been provided, the data will be destroyed or anonymized per the technical procedures for deletion and backup. Such data will be retained for 24 (twenty-four) months.

7. PROVISION OF DATA

Providing personal data is optional. Still, it is strictly necessary to draft and sign the admission form, the accommodation contract, and the Learning Agreement (or Teaching and General Regulations). It is mandatory only for those data subject to a legal obligation (i.e., established by laws, regulations, provisions of public authorities, etc.).

8. REFUSAL TO PROVIDE DATA

Any refusal by the data subject to provide personal data may prevent the Collegio from delivering the services.

9. RIGHTS OF THE DATA SUBJECT

The data subject has the right to access their data at any time and to exercise the rights related to the processing of their data. Among these rights, they have the right:

***Information regarding the processing of personal data
(art 13 reg. UE 679/2016)***

1. to obtain confirmation of the existence or non-existence of data concerning them and to receive communication;
2. to know the origin of the data, the purposes of processing, and its methods, as well as the logic applied to processing carried out through electronic tools;
3. to obtain updates, rectifications, limitations of processing, or, when interested, the integration of data;
4. to obtain the deletion, transformation into an anonymous form, or blocking of data processed unlawfully;
5. to object at any time to the processing of their data in the presence of particular situations concerning them;
6. to revoke previously granted consent to the processing of their data without affecting the lawfulness of processing based on consent before revocation;
7. to obtain the portability of personal data concerning them;
8. to complain to the Italian supervisory authority (Data Protection Authority).

The exercise of rights may be done by sending a request to the email address info@collegiofonda.it.

10. COOKIE POLICY

This cookie policy was last updated on July 24, 2024, and applies to citizens and legal permanent residents of the European Economic Area and Switzerland.

For more details, we invite you to review our cookie policy on our website: <https://www.collegiofonda.it>.

Last modification: July 25, 2024

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Acquisition of consent

I, the undersigned, having read the information regarding the processing of personal data,

- authorize
- do not authorize

In the above terms, "Luciano Fonda" University College will use my data to provide and personalize the services I received during my stay there.

- authorize
- do not authorize

The "Luciano Fonda" University College will only handle my health data to monitor the training agreement in the above terms.

- authorize
- do not authorize

the "Luciano Fonda" University College to use, diffuse, and publish or broadcast, free of charge, through the Internet channel (World Wide Web) and the Social Media, images, pictures, and audiovisuals in which I appear as a subject, for non-commercial use only.

Date _____

Signed _____