



**INFORMATION NOTICE PURSUANT TO SECTION 13 OF LEG.DEC 30/06/2003 DEFINING
THE 'PERSONAL DATA PROTECTION CODE'**

Legislative Decree no.196 of 30 June 2003, "personal data protection code", shall ensure that personal data are processed by respecting data subjects' rights, fundamental freedoms and dignity, particularly with regard to confidentiality, personal identity and the right to personal data protection.

Pursuant to Section 4 (1, a) of Leg. Dec. 196/2003 'processing' shall mean any operation or set of operations - carried out with or without the help of electronic means - concerning the collection, recording, organization, storage, interrogation, elaboration, modification, selection, retrieval, comparison, utilization, interconnection, blocking, communication, dissemination, erasure and destruction of data, whether the latter are contained or not in a data bank.

Pursuant to Section 4 (1, b) of Leg. Dec. 196/2003 'personal data' shall mean any information relating to natural and legal persons, body or organization that are or can be identified, even indirectly, also by reference to any other information including a personal identification number.

Pursuant to Section 4 (1, d) of Leg. Dec. 196/2003 'sensitive data' shall mean personal data allowing the disclosure of racial or ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations or organizations of a religious, philosophical, political or trade-unionist character, as well as personal data disclosing health and sex life.

In view of the obligation to provide information to the data subject (natural and legal persons, bodies or organizations that are the subject of the personal data), pursuant to Section 13 of the afore-mentioned Leg. Dec., with regard to the processing of students' personal data, THE UNIVERSITY OF INSUBRIA, located in Varese, Via Ravasi no. 2, in its capacity as data controller, provides the following information to students.

Personal data, generally collected on registration, data connected to the student's university career and data that are produced by the University of Insubria within its institutional functions, are processed, in compliance with the provisions of the afore-mentioned Leg. Dec., the regulations, and the principles of correctness and protection of confidentiality, for institutional purposes, in particular for the purposes of teaching and administrative activities.

Data are processed with or without the use of electronic or automated systems and can consist of any operation or set of operations referred to in Section 4 (1, a) of Leg. Dec. 196/2003.

The provision of data is compulsory and failure to do so prevents the University from establishing or carrying out the administrative and teaching activities related to the student career

Personal data can be communicated and disseminated by the University through its offices, both during the student's career and after graduation, to external subjects, bodies and organisations in order to favour careers advice, training and work and professional placements for University students and graduates who request them.

Personal data may also be notified to other public bodies to manage institutional activities of the University; these include Public Administration Offices, non-economic public entities for research or statistical purposes, public registers, public bodies in charge of research funds and scholarships.

Information concerning graduates, i.e.name, address, telephone number, title of the dissertation and final grade obtained, will be notified to other authorised public or private bodies for the purposes of careers guidance and training.

The processing of sensitive data shall be regulated by the provisions contained in Sections 20, 22 and 68 of Leg.Dec.196/2003 and Sections 14 and 15 of the regulation for implementing the personal and sensitive data code of the University of Insubria.

Nome UOR: Ufficio Segreteria Studenti Como/Varese Codice Modulo: informativa_privacy_SSTUD_303
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The non-conferral of personal data solely for the purposes mentioned under 4, 5, and 6 must be submitted in writing to the Student Services Office.

Data subjects are entitled at any time to exercise the rights guaranteed by Section 7 of the Leg.Dec. 196/2003 against the University of Insubria (see back of this document). The request shall be addressed without formalities to the Student Services Office by means of a registered letter or facsimile or also verbally if in connection with exercise of the rights as per the afore-mentioned Section 7 (I and II). The data subject may grant, in writing, power of attorney or representation to natural persons, bodies, associations or organisations.

Data suitable for disclosing health and racial and ethnic origin may be communicated to the public or private entities that are specifically referred to in the data subject's statement of consent, insofar as they are closely relevant to the purposes mentioned under 1) and 2).

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Prof. Alberto Coen Porisini

DATA SUBJECT'S RIGHTS

Section 7

(Right to Access Personal Data and Other Rights)

1. A data subject shall have the right to obtain confirmation as to whether or not personal data concerning him exist, regardless of their being already recorded, and communication of such data in intelligible form.

2. A data subject shall have the right to be informed:

of the source of the personal data;

of the purposes and methods of the processing;

of the logic applied to the processing, if the latter is carried out with the help of electronic means;

of the identification data concerning data controller, data processors and the representative designated as per Section 5(2);

of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.

3. A data subject shall have the following rights:

to obtain updating, rectification or, where interested therein, integration of the data;

to obtain erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;

to obtain certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this

requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected

4. A data subject shall have the right to object, in whole or in part, on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;
to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.