



GUIDELINES ON THE USE OF PERSONAL DATA IN LINE WITH ARTICLES 13 AND 14 (REGULATION EU/2016/679)

a) Owner of the personal data processing and contact details:

The Owner of the data processing is the University of Torino [via Verdi 8 – 10124 Torino](#) whose pro tempore legal representative is the Chancellor (contact details: pec: ateneo@pec.unito.it - email: rettore@unito.it; tel.: 011 6706111).

b) The Data Protection Officer (DPO) contact details:

The DPO can be contacted at the following address: rpd@unito.it

c) Purpose of the processing and legal basis

The University of Turin is a public institution of higher education and research (Article 1 of the Statute of the University of Turin, and art. 33 of the Constitution).

The personal data provided will be used by the University for:

- **teaching and orientation**
- **research**
- **dissemination of scientific and technological knowledge (Third Mission),**

strictly connected and instrumental to the activities indicated in the footnote.

The processing of personal data, including the profile photo contained in the photographs / video / audio, will be in compliance with the current legislation on data processing and confidentiality. The University of Turin processes personal data for purposes of public interest or related to the exercise of public authority pursuant to art. 6 par. 1 letter e) of the EU Regulation no. 2016/679.

The legal basis for the pursuit of the purposes of this treatment, pursuant to art. 2 ter of Legislative Decree no. 101 of 2018, consists of:

- ✓ Law no. 240 of 2010 for teaching purposes
- ✓ Law no. 168 of 1989 for research purposes
- ✓ Law of 7 June 2000, n. 150 concerning the regulation of information and communication activities of the public administration
- ✓ Statute of the University of Turin issued with D.R. n. 1730 of 15.03.2012, in implementation of art. 33 of the Constitution for the purposes of higher education and research.

The processing of personal data takes place in compliance with the Law of 7 June 2000, n. 150 concerning the regulation of information and communication activities of the public administration.

Occasionally audio/video footage is collected temporarily for publication in articles and therefore complies with the Code of Ethics when processing personal data for journalistic purposes under Art. 20, para 4, of the Laws 10 August 2018, No. 101 - 29 November 2018.



d) Types of data processed

Photographs / video recordings / audio recordings in which interested parties are identifiable.

e) Provision of data

The provision of data is optional. Failure to provide data will result in exclusion from filming and photographs.

f) Processing methods

The processing of personal data will take place using manual, IT and telematic tools, and will guarantee the security and confidentiality of the data.

To achieve the aforementioned aims, the data is processed by authorised subjects (those in charge of technical support for the platform, researchers, etc.), and by authorised external experts, who are in turn required to respect confidentiality and to comply with the formalities required for data processing.

Within the limits of these processing purposes, personal data (images and audiovisual recordings) may be used for communication, publication and / or dissemination in any form. This data may be published on: University web portal (www.unito.it), University institutional sites, University thematic sites, Unito media (institutional platform for University multimedia content - www.unito.it/media), UnitoNews (www.unitonews.it) and the University's official pages on Facebook, Twitter, YouTube and Instagram, and may therefore also be extracted from common search engines in the case of online searches carried out by third parties.

Furthermore, the data will not be processed for commercial or marketing purposes or transferred to third parties.

g) External processing managers

The data may also be communicated and processed externally by third party technical experts, who act on behalf of the Data Controller for the sole purpose of the requested service and who are appointed as "Data Processors" according to art. 28 of EU Regulation 2016/679.

h) Personal data recipient categories

In compliance with the regulations in force, personal data will not be disclosed to recipients.

i) Data transfer to third country

The University uses Google's Educational services with appropriate warranty measures in place (see Google's Privacy and Security section for further details in the University website privacy section). These services may involve the transfer of personal data to a non European third country including Google's LLC "Cloud" solutions).



j) Data retention period

Personal data is only kept for the necessary processing time (according to needs and purpose of the processing).

k) Rights over data

The interested party can freely exercise their rights concerning the personal data processing Owner under Article 15 of EU Regulation 2016/679 by sending a specific request concerning: "Privacy rights" to the Department Director at the following email address: management.ict@unito.it.

l) Complaints

The interested party has the right to lodge a complaint with the supervisory authority and can contact the Guarantor Authority for the protection of personal data: www.garanteprivacy.it.

m) Profiling

The Data Controller does not use automated processes aimed at profiling.

***DISCLAIMER FOR THE REALISATION AND USE OF CONTENT
(audio, video, photographs and statements)***

Event Title/Activity _____

Date __ / __ / ____ Place _____

The undersigned (First name) _____ (surname) _____

Born in (place of birth)** _____ on (date of birth)** ____ / ____ / ____

Email _____

** For users of the University (teaching staff, technical-administrative staff, students, researchers, doctoral students, etc.), informed of the possibility of exercising the rights provided for by articles 12 et seq. of Law no. 633/1941

AUTHORISES

the University of Turin, pursuant to articles 96 and 97 of the Law on the protection of copyright and other related rights, Law no. 633 of 22 April 1941, within the limits of art. 10 of the civil code, to:

- record images, voice, names and statements by radio, television, film and photographic means
- produce multimedia material
- communicate to the public, pursuant to Art. 16 of the Law on Copyright, the images, audio/video recordings, multimedia materials and disseminate them on any University platform: the University portal (www.unito.it), institutional University websites, thematic University websites, Unito media (institutional platform of multimedia University content - www.unito.it/media), UnitoNews www.unitonews.it



- reproduce them on any known and future technical and/or multimedia support and disseminate them on any of the University's platforms: the University portal (www.unito.it), the University's institutional websites, the University's thematic websites, Unito media (the institutional platform for the University's multimedia content - www.unito.it/media), UnitoNews (www.unitonews.it)
- disseminate them on the University's official pages on Facebook, Twitter, YouTube and Instagram, as external party sites with a direct link to the University portal
- print and publish them in magazines, books, brochures and in promotional material of the University
- display and project the images at exhibitions, debates, conferences and use them for future events/works
- to use the images granted with an unlimited licence for the whole world, a non-exclusive licence free of charge, which also includes the rights as per articles 12-19 of Law no. 633 of 22 April 1941

I DECLARE

- that I have authorised the filming of my own image, name, voice and/or other sounds produced by me, under the terms and conditions indicated below, for institutional purposes relating to the event,
- to assume full responsibility for the statements made, relieving the University and third parties of any claim and / or action
- to have been informed of and am aware of the fact that downloads are permitted for some programmes
- to waive any fee for the installation, use, reproduction and dissemination of the images.
- to have read and accepted the terms and conditions for the processing of personal data in the manner and for the purposes indicated above

For information and/or to report matters relating to the contents of this disclaimer, please contact redazione.unitomedia@unito.it (exclusively for videos or images relating to the Unito media); in all other cases, please contact the office responsible for data collection.

The undersigned also **prohibits** the use of the images in contexts that undermine personal dignity and decorum.

Date ___/___/_____

Read, understood and signed (legible signature of the declarant):

Event contact person who acquires the release and ascertains the identity of the signatory:

First and last name.....

Name of entity or body requesting transmission of the event

.....

Legible signature of the contact person

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