



## **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](mailto:ateneo@pec.unito.it) - email: [rettore@unito.it](mailto: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](mailto: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](http://www.unito.it)), University institutional sites, University thematic sites, Unito media (institutional platform for University multimedia content - [www.unito.it/media](http://www.unito.it/media)), UnitoNews ([www.unitonews.it](http://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](mailto: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](http://www.garanteprivacy.it).

**m) Profiling**

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

***SELF-CERTIFICATION (ART. 46 OF D.P.R. 28.12.2000, N. 445)***

**1) Person exercising parental responsibility (1 \*)**

The undersigned (name) \_\_\_\_\_ (surname) \_\_\_\_\_  
born in (place of birth) \_\_\_\_\_ Province (\_\_\_), on (date of birth) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
resident in (name of town or village) \_\_\_\_\_ Prov. (\_\_\_),  
in (home address) \_\_\_\_\_ Identity card n. \_\_\_\_\_

**2) Person exercising parental responsibility (2 \*)**

The undersigned (name) \_\_\_\_\_ (surname) \_\_\_\_\_  
born in (place of birth) \_\_\_\_\_ Province (\_\_\_), on (date of birth) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
resident in \_\_\_\_\_ Prov. (\_\_\_),  
in (home address) \_\_\_\_\_ Identity card n. \_\_\_\_\_



as parents / holders of parental responsibility or other forms of protection for the minor:

(Name and surname of the minor) \_\_\_\_\_

born in (place of birth) \_\_\_\_\_ Province (\_\_\_), on (date of birth) \_\_\_ / \_\_\_ / \_\_\_\_\_

resident in \_\_\_\_\_ Prov. (\_\_\_),

in (home address) \_\_\_\_\_ Identity card no. \_\_\_\_\_

\* the natural or legal parents of the minor, or the appointed legal guardian, may complete this section, expressly mentioning whether they are parent or legal guardian.

\* to be completed also in cases of legal separation or divorce of the holders of parental responsibility

### I DECLARE:

I am aware of the criminal penalties incurred in the event of a false declaration or if I have included data that no longer corresponds to the truth, according to Article 76 of the Presidential Decree 28.12.2000, n. 445, regarding my parental responsibility of the minor:

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

born in: \_\_\_\_\_, on \_\_\_ / \_\_\_ / \_\_\_

I, the undersigned, **exercising parental responsibility (1)**

\_\_\_\_\_, having read the above information:

give my consent to the processing of personal data of (name and surname of the minor)

\_\_\_\_\_ for the purposes and in the manner described in this statement

do not give my consent to the processing of personal data of (name and surname of the minor)

\_\_\_\_\_ for the purposes and in the manner described in this statement

I, the undersigned, **exercising parental responsibility (2)**

\_\_\_\_\_, having acquired the above information:

give my consent to the processing of personal data of (name and surname of the minor)

\_\_\_\_\_ for the purposes and in the manner described in this statement

do not give my consent to the processing of personal data of (name and surname of the minor)

\_\_\_\_\_ for the purposes and in the manner described in this statement

Date \_\_\_ / \_\_\_ / \_\_\_\_\_



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

\_\_\_\_\_  
Person exercising parental responsibility (1)

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

\_\_\_\_\_  
Person exercising parental responsibility (2)

***DISCLAIMER FOR THE REALIZATION AND USE OF CONTENT RELATING TO  
MINORS (audio, video, photographs and statements)***

EVENT TITLE \_\_\_\_\_

REGISTRATION DATE \_\_ / \_\_ / \_\_\_\_\_ PLACE \_\_\_\_\_

The aforementioned people with parental responsibility, informed of the possibility of exercising their rights provided for by articles 12 and following 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:

- to record images, voice, names and statements by radio, television, film and photographic means
- reproduce the same on any known and future technical and / or multimedia support for research purposes
- print and publish the same on research documents owned by the University.

**I DECLARE**

- to have read and accepted the terms and conditions for the processing of personal data in the manner and for the purposes indicated in the Information
- to have authorized the filming of the image, name and voice and / or other sounds produced by the same / or, under the terms and conditions indicated therein, for the institutional purposes described above
- 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 are 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.

The undersigned, also prohibit the use of images in contexts that affect the minor's personal dignity and decorum.

Date \_\_ / \_\_ / \_\_\_\_\_



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

\_\_\_\_\_

Subject exercising parental responsibility (1)

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

\_\_\_\_\_

Subject exercising parental responsibility (2)

**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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