Privacy notice pursuant to Articles 13 and 14 of the EU Regulation 2016/679 ("GDPR") for the processing of personal data of individuals who intend to activate and conduct curricular or extracurricular internships at the University of Rome Tor Vergata or at public bodies/host companies

1. Data Controller and Data Protection Officer (DPO)	**Data Controller:** University of Rome Tor Vergata "University", Via Cracovia 50, 00133, Roma, 06 72598753, email: rettore@uniroma2.it, PEC rettore@pec.uniroma2.it. **Data Protection Officer (DPO):** Via Cracovia 50, 00133, Roma, 06 72592151 email: rpd@uniroma2.it, PEC: rpd@pec.torvergata.it.
2. Type of data processed	The University processes the personal data belonging to students enrolled in an undergraduate or graduate program offered by the University of Rome Tor Vergata or another University, as well as to individuals outside the University community. The data processed are: - anagraphic data (name and surname, place and date of birth, tax code, place of residence); - contact details (telephone, e-mail); - student ID number; - employment status; - signature; - copy of the identity document to be attached to the "Dichiarazione sostitutiva di certificazione pursuant to Article 46 of D.P.R. No.445/2000" (this documentation is required only for extracurricular interns); - academic qualification obtained or degree program in which the student is enrolled; - financial information (required only of extracurricular interns), consisting of a declaration that the individual receives certain forms of income support; - register of attendance including the end of activity form, necessary for the recognition of credits in the curriculum for curricular interns, together with documentation on the evaluation of the internship for extracurricular interns; - career information, including those contained within the training programme; - resume; - cover letter. In addition, the University processes particular categories of personal data pursuant to art. 9, para. 2, of the GDPR, concerning interns belonging to the "protected categories". For the purposes of applying the deductions pursuant to and for the purposes of Article 23 of D.P.R. No. 600/1973, as modified, the University will process, in addition to the data mentioned above, the following personal data: - banking information; - tax information (indication of the IRPEF tax rate for the application of tax deductions); - personal data of family members, and any special categories of personal data, pursuant to Article 9, paragraph 2, of the GDPR (specifically, data relating to the health of family members with disabilities, pursuant to Law No. 104/1992).
3. Source of personal data	Personal data are collected directly from the data subject and from third parties exclusively for curricular interns from other Universities.

4. Purpose of processing and legal basis	The data are processed for the management of internship activities at the University or at public bodies/host companies, for the application of tax deductions, for the allowance to be paid to the intern and the issue of the certificate of completion of the internship. The legal bases are art. 6, par. 1, lett. b) of GDPR ("*processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract*"), art.6 par.1 lett. c) of the GDPR ("*processing is necessary for compliance with a legal obligation to which the controller is subject*"). The relevant regulations are: D.P.R. No. 600/1973; D.P.R. No. 917/1986, Law No. 196/1997, Law No. 68/1999, Law No. 92/2012, Law No. 99/2013; for the UniLav Mandatory Communications are: D.L. No. 510/96, converted into Law No. 608/1996, D. Lgs. No. 181/2000, Interministerial Decree of the Ministry of Labor and Social Security of October 30, 2007, and Lazio Region Resolution No. 576/2019 on extracurricular internships and similar regional resolutions. Furthermore, the relevant legislation can also be found in University Regulations, Faculty Regulations and Departmental Regulations. In the event of an accident occurring during the course of work, the University will also process the intern's health-related data in order to file a report with the Istituto Nazionale per l'Assicurazione contro gli Infortuni sul Lavoro (INAIL). The legal basis for this processing is art.9, par.2 lett. b) of the GDPR ("*processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject*"). For communications addressed to INAIL: D.P.R. No. 1124/1965, D.P.R. No. 156/1999 and Circular No. 24 of 12.09.2011 of the Ministry of Labor.
5. Categories of recipients of personal data	The data will be processed by the University's staff and collaborators, in their capacity as persons authorized to process the data, and/or by third parties expressly designated as data processors, in accordance with Article 28 of the GDPR. University communicates personal data to: - The Employment Center or other local or regional authority responsible for hiring, pursuant to Law No. 68/1999; - INAIL; - Insurance companies; - ANPAL; - Agenzia delle Entrate; - the public entity or host company; - the region where the public entity or host company is located; - other Universities from which the curricular intern originates. Public bodies and host companies, together with the region in which the public body and the host company are located, will act as independent data controllers pursuant to Article 24 of the GDPR.
6. Period of retention of personal data	Personal data are stored for a period of time not exceeding the achievement of the purposes for which they are processed (art. 5 of the GDPR). The self-certifications produced are kept for 5 years, starting from the date of conclusion of the extracurricular internship; the certificates and final reports are kept for unlimited time; the

	remaining documentation required by the intern is kept for a period of 10 years, starting from the date of termination of the internship.
7. Rights of the data subject	The data subject has the right to obtain from the Data Controller, (by writing to privacy@uniroma2.it) access to personal data, rectification, cancellation of the same, limitation of the processing, the right of portability and the right to oppose concerning him or her processing (art. 15-21 of the GDPR). The data subject has the right to lodge a complaint with the Italian Data Protection Authority (protocollo@gpdp.it or protocollo@pec.gpdp.it) (art. 77 of the GPDR).
8. Obligation to provide personal data	The provision of personal data is a necessary requirement for the activation and execution of curricular and extracurricular internships.
9. Data processing methods	Personal data will be processed using both electronic and paper-based methods, with appropriate security measures in place to ensure the security and confidentiality of the data, in accordance with current regulations.
10. Transfer of personal data to non-EU countries	The data will not be transferred to third countries or international organizations.
11. Information date	20/10/2026