Privacy notice pursuant to articles 13 and 14 of EU Regulation 2016/679 ("GDPR") for the processing of personal data for the selection and the management of assignments of internal and external staff of University

1. Data Controller and DPO	**Università degli Studi di Roma Tor Vergata "University":** Via Cracovia 50, 00133, Roma (RM), 06 7259 8753 e-mail:rettore@uniroma2.it, PEC rettore@pec.uniroma2.it **Data Protection Officer (DPO):** Via Cracovia 50, 00133, Roma (RM), 06 7259 2151 e-mail: rpd@uniroma2.it, PEC: rpd@pec.torvergata.it.
2. Categories of personal data	The University processes the personal data belonging to the following data subjects: - Teaching staff (Professors and Researchers); - Visiting Professors, Researchers, Scholars and assimilated persons; - Technical, Administrative and Library Staff (TAB); - Research Assistants; - PhD Students; - Native language Instructors; - Language Expert Collaborators; - Family members/Dependents of the data subject; - Tutor coordinators; - Experts with particular and demonstrated specialization; - Consultants and professionals in the sector. The data to be processed pursuant to Article 6 of the GDPR, are: - personal data (name and surname, place and date of birth, place of residence, nationality, tax code and gender); - address, if different from place of residence; - contact details (e-mail address/PEC and telephone number); - photocopy of a valid identity document (or passport if the data subject is a foreigner); - data on the professional background (*curriculum vitae*, including the scientific *curriculum vitae*, list of examinations and qualifications, including the postgraduate ones) and professional qualifications (including any authorisations to undertake teaching duties in the case of research fellows or PhD students); - type of PhD programme (with or without a scholarship); - handwritten or digital signature; - bank details (IBAN code), with the indication of any authorized representative/account holder; - the amount of gross annual compensation for casual work; - tax data, including VAT number, tax system, social security fund and tax residence, ATECO code (for the holders of a VAT number); - *Visiting Professor/Researcher/Scholar* invitation letter; - data on the sponsored research project (approval of the project's financing file, excerpts from the minutes of the Department Board meeting, application form for the research grant activation, research project, summary of the research project in Italian, start and end dates of the project, etc.); - data on the composition of the household; - further personal data included in the self-declarations pursuant to Articles 46-47 of Presidential Decree 445/200. The University also process special categories of personal data pursuant to Article 9 (2) of the GDPR, such as: - data on the health status of applicants with disabilities, pursuant

	to Law 104/1992, to avail of necessary assistance and the possible need for additional time in case of selection tests/interviews, pursuant to Legislative Decree 165/2001 and subsequent amendments. - data on the health status of the disabled family members of the applicants, pursuant to Law 104/1992, to benefit from the resulting tax breaks.
3. Source of personal data	Personal data are collected directly from the data subject. The personal data of the household members are provided by the data subject entrusted with the assignment.
4. Purposes of data processing and legal basis	Personal data are processed for the following purposes: **4.1) delivery of documents to obtain authorization for Visa for research, study or self-employed activities or to activate the family reunification procedure on behalf of the data subject:** the interested party may authorize the delegated University staff – in particular, the Welcome Office staff – to send the documents required for the research/study/self-employed activities authorization for Visa to the Immigration Headquarters of the Prefecture of Rome, the Territorial Labor Inspectorate, the Police Headquarters/Public Prosecutor's Office or the CINECA Inter-University Consortium ("CINECA") via the "Universitaly" portal. The authorization issued by the abovementioned authorities is sent directly to the Data subject via e-mail by the University staff; **4.2) Awarding of specific temporary contracts** (co.co.co., professional consultations, occasional services, individual appointments, with self-employment contracts, pursuant to Article 6 paragraph 7 of Legislative Decree 165/2001, paid appointments to retired workers, pursuant to Decree Law 95/2012, converted by Law 135/2012) following comparative selection procedures; **4.3) Possible transfer of copyright by the data subject:** the data controller reserves the right to acquire from the data subject the copyrights to any creative work produced by the data subject in the context of the activity covered by the assignment. **4.4) selection of teachers who aspire to and will perform the functions of tutor-coordinator at the centres in accordance with D.I. n. 256 of 28 December 2023**: in particular for the verification of the requirements for admission to the assignment procedures and the qualifications that can be assessed, for the conduct of the assessment interview, for the determination of the score, the position in the ranking list and for the publication of the same. For the purposes mentioned in point 4.1, the legal basis of the processing is found in Article 6(1)(c) of the GDPR ('Processing is necessary for compliance with a legal obligation to which the controller is subject') and point (e) ('Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller') of the GDPR. In particular, the relevant legislation is Articles 27 ter, 28 and 29 of Legislative Decree 286/1998 and subsequent amendments (Consolidated Law on Immigration') and Presidential Decree 394/1999 (Implementing Regulation of the Consolidated Law on Immigration). For the purpose mentioned in point 4.2, the legal basis of the processing is found in Article 6(1)(b) of the GDPR ('Processing is

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	necessary for the performance of a contract to which the data subject is party or for the implementation of pre-contractual measures taken at the data subject's request') and point (c) of the GDPR. The reference laws are, in particular, P.D. 602/1973, P.D. 382/1980, L. 236/1995, L.D. 165/2001, L.D. 276/2003, L. 230/2005, L. 69/2009, L. 122/2010, L. 240/2010, L.D. 33/2013, L. 124/2015 and subsequent amendments, and Article 409, paragraph 3, of the Code of Civil Procedure. For the purpose mentioned in point 4.3, the legal basis of the processing is found in Article 6(1)(b) and (c) of the GDPR. The reference legislation is, in particular, Article 2575 *et seq*. of the Civil Code and L. 633/1941. For the purpose mentioned in Section 4.4, the legal basis for the processing can be found in Article 6(1)(e) of the GDPR. The data controller does not use automated processes aimed at profiling the data subject and automated decision-making or monitoring systems designed to provide indications for the recruitment or assignment, management or termination of the employment relationship, the allocation of tasks or duties and indications for the evaluation, performance and fulfilment of contractual obligations of staff.
5. Categories of recipients of personal data	Within the limits of the specified processing purposes, the data shall be communicated and/or otherwise made available to the staff of the competent bodies of the University in their capacity as data processing officers, as well as to other structures of the University to fulfill its legal obligations. The data controller may disclose the data to natural and legal persons who provide consulting or other services to the University. In this case, such persons shall act as Data Processors pursuant to and for the purposes of Article 28 of the GDPR. As for *Visiting Professors*, the personal data referred to in point 2 (name and surname, date and place of birth, telephone, mobile phone and e-mail, tax code, *curriculum vitae*, including the scientific *curriculum vitae*, photocopy of a valid identity document and, if the data subject is a foreigner, also the residence permit) are entered into the following platforms: - FUNDING & TENDERS OPPORTUNITIES PORTAL, managed by the European Commission; - CSA/CINECA, whose operator has been appointed as data processor under Article 28 of the GDPR. The University shall transmit the personal data it holds to: - Ministry of University and Research (MUR); - Italian National Agency for Active Labor Policies (ANPAL); - Labor Office or other body responsible for recruitment under Law No. 68/1999 (e.g. the Territorial Labor Inspectorate); - National Institute for Insurance against Accidents at Work (INAIL); - National Institute for Social Security (INPS) and other Social Security institutions (e.g., The Italian National Press Federation – INPGI); - Italian Revenue Agency; - Central Immigration Office - Prefecture of Rome; - Police Headquarters and Public Prosecutor's Office; - Universitaly/Cineca; - USR (Ufficio Scolastico Regionale). The data may also be disclosed to relevant authorities when verifying declarations made for the purposes of Presidential

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	Decree 445/2000.
6. Data retention period	The personal data collected shall be kept for a period not exceeding the fulfilment of the purposes for which they are processed ("Principle of limitation of retention", pursuant to Article 5 of the GDPR). The personal data collected shall be retained under the following conditions: - the personal data of persons who have participated in a possible comparative selection procedure and have been unsuccessful shall be kept for as long as necessary for the implementation of the selection procedure; - the data of internal staff assigned to training courses shall be kept for one year after the end of the assignment itself; - the data of external staff included in the request for authorization of the assignment and in the notification of fees disbursed shall be kept for five years after the end of the assignment; - the data on rankings, minutes and Tenure Authorization Orders shall be retained indefinitely, as required by the archival requirements of applicable regulations and the provisions of the University Selection List and the attached Selection Handbook.
7. Rights of the Data subject	The data subject has the right to obtain from the controller, (by writing to privacy@uniroma2.it) access to personal data, rectification or deletion of the same, the restriction of the processing concerning him/her or to object to the processing, as well as the right of portability (Articles 15-21 of the GDPR). The data subject has the right to lodge a complaint with the Garante Per La Protezione Dei Dati Personali (protocollo@gpdp.it or protocollo@pec.gpdp.it).
8. Obligation to provide personal data	The provision of the data is necessary to verify the conditions for participation in the selection process under penalty of exclusion from it. The provision of the data is necessary for the authorized university staff to present the documents valid for the granting of the aforementioned authorization and the activation of the family reunification procedure, for the granting of the aforementioned assignment and/or for the transfer of the copyright of the work that may have been produced. Consequently, any refusal shall preclude the performance of the aforesaid activities.
9. Data processing methods	The personal data provided shall be subject to processing operations in compliance with the abovementioned regulations and the confidentiality obligations that inspire the activity of the data controller. Personal data shall be processed by computer, on paper and on any other suitable type of support, in compliance with the appropriate security measures pursuant to Article 5(1)(f) GDPR.
10. Transfer of personal data to non-EU countries	The collected data shall not be transferred to countries outside the EU or to international organizations.
11. Privacy Notice version	3rd of November 2026

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