

Information provided in accordance with the art. 13 of the European Union Regulation n. 2016/679

Dear Sir/Madam,

We would like to inform you that the EU Regulation n. 679/2016 “general regulations on the protection of data” declares that everyone’s personal information is protected. According to the indicated regulation, personal data shall be processed lawfully, fairly and transparently, with appropriateness, relevance and limitation, accuracy and update, not in excess and with responsibility. Therefore, the following information is provided:

1. Personal information that you provided upon registration on the portal for English courses will be used for the following purposes:
  1. Applications for study courses;
  2. Communications related to administrative procedures;
  3. Information related to the offices and study courses;
  4. Fulfilment of legal obligations and contracts;
  5. Management of potential complaints and/or disagreements; fraud prevention and any other illegal activities.

The registered students can see all of the notices and information on the offices and study courses through their email which is indicated during the registration phase.

2. The treatment of personal data will be carried out in an automatic and/or manual way The conservation determination period corresponds to the required treatment. The personal data that you have provided will be kept safe for the entire period required for the development of the objectives for which they were produced for, according to the current regulation. Your personal information on the portal will be removed as soon as they become unnecessary for the purpose it was originally needed for.
3. The provision of data, for the above-mentioned purposes is compulsory and the possible refusal to provide them will consequently mean you cannot use the service. Meaning that the individual will be unable to use the finalised automatic processes to the interested profile.
4. The individuals who receive your personal data are the head of the service and the potential service managers who are nominated by the head, as well as the appointed internal people for the treatment of your data for the above-mentioned purposes. Personal data can be communicated to other individuals when it’s necessary, to be able to fulfil the objectives indicated.
5. The personal data controller is the University of Pisa located in Pisa, Lungarno Pacinotti 43, represented by the Rector pro tempore
6. The personal data manager is the Director for the Direction of Didactic Services and Internationalization.
7. The individuals who are managing the treatment of the data are authorized people who work for the head for the above-mentioned purposes.

8. The head of the service is currently responsible for the protection of data, which is mentioned in accordance with the art. 37 of the European Union Regulation 2016/679. The manager for the protection of data can be contacted at:

Email: [responsabileprotezionedati@unipi.it](mailto:responsabileprotezionedati@unipi.it)

Certified email: [responsabileprotezionedati@pec.inipi.it](mailto:responsabileprotezionedati@pec.inipi.it)

9. At any moment you can exercise your rights in section 2, 3 and 4 of chapter 3 of the European Union regulations n. 679/2016. In particular the following rights:

1. Access to your personal data;
2. To obtain the changes or cancellations of the services or the limitation to the service it concerns;
3. To oppose the service;
4. The portability of the data (the rights are applicable to only the data in electronic format), as ordered from the art.20 of the European Union Regulation 2016/679;
5. To propose a complaint to the authority in charge (Guarantor for your personal data protection).

10. To exercise the above-mentioned rights you can contact the head of the service through the following email [alice@unipi.it](mailto:alice@unipi.it).

The head of the service is compelled to provide a response within a month of the request, however in cases where the enquiry is particularly complexed the response from the owner can be extended up until 3 months.

11. The current report could undergo changes. Therefore, we advise you to check it regularly and to refer to the most recent version.