

## **Privacy Policy (in accordance with article 13 of legislative decree no.196 of 30/06/2003 (“personal data protection code”))**

### **Purpose of data processing**

The requested personal data is used both for **enrolment** (in unlimited place courses) and for the compilation of the **performance ranking** in the case of the admission test for the chosen degree or specialisation/master’s degree course and for **potential subsequent enrolment**.

The admission test (where applicable) is set (in the case of courses programmed at a national and/or local level) in accordance with **Law no.264, 2nd August 1999** (containing specifications regarding University entrance).

### **Data processing methods and interested parties.**

The electronic processing of personal data is the responsibility of the Director of the University of Pavia Information Technology Department and a unit of people from this department appointed by the director himself. In the case of subsequent enrolment, the personal data will also be processed manually by those appointed to do so in the degree offices, in accordance with the law and exclusively for institutional purposes.

The performance rankings will be published in their entirety only on the Official University Noticeboard (Via Mentana 4, Pavia); the results can be consulted by the interested party on the University of Pavia website (“[www.unipv.it](http://www.unipv.it)”, click on “**Spazio matricole 2009**”) by using the Username and Password assigned during pre-registration/pre-enrolment. Only information pertaining directly to the interested party is accessible through the website.

Students can follow all stages of their application process online by using their Username and Password to access the website.

### **Data Provision and Consequences of Refusal.**

The provision of personal data is mandatory both in order to take the admission test (used to assign student ranking for subsequent enrolment in their chosen course) and to enrol in a course with unlimited places. Refusal to provide personal data will result in exclusion from the ranking and the impossibility of enrolment.

### **Data Controller:**

The Chancellor  
University of Pavia  
Strada Nuova, 65  
Pavia

### **Data Processors (article 29 of “personal data protection code”):**

- University of Pavia Director of Studies, appointed by the Data Controller;
- personnel from the Information Technology Department, appointed by the Department Director, as personal data managers;
- personnel from the Admissions Office, appointed by the Director of Studies, as personal data managers;
- administrators, nominated by the Chancellor of the University of Pavia, representatives of the various courses announced.

## **Rights under article 7 of legislative decree 196/2003 (right of access to personal data and other rights)**

1. The data subject has the right to obtain confirmation of the existence or non-existence of data concerning him/her, and receive an intelligible communication of said data, even if it has not yet been registered.

2. The data subject has the right to obtain information on:

- a) the origin of the personal data;
- b) the purpose of the processing and the methods used;
- c) the logic applied if the data are processed electronically;
- d) the identity of the controller, the processors and the appointed representative in accordance with article 5 paragraph 2;
- e) the recipients or categories of recipients to whom the personal data may be disclosed or who may acquire the same as appointed national representative, processors or managers

3. The data subject has the right to:

- a) update, rectify or supplement of the data (if he so wishes);
- b) erase, convert into anonymous form or freeze all data used in breach of the law, including those the conservation of which is not necessary for the purposes for which the data were collected or subsequently used;
- c) receive certification that the operations referred to in points a) and b) have been reported, also with regard to their contents, to those to whom the data have been communicated or distributed, unless this proves impossible or involves a disproportionate effort.

4. The data subject has the right to object, in whole or in part:

- a) on legitimate grounds, to the processing of data relating to him/her, even if such use is relevant to the purpose for which the data were collected;
- b) to the processing of personal data relating to him for the dispatch of advertising material or direct marketing, or for market research or commercial communications.

23<sup>rd</sup> July 2009