



Information pursuant to Art. 13 and Art. 14 of the EU Regulation 2016/679 (General Data Protection Regulation) for processing personal data related to the selection and management of the contracts for internal and external employees of the University

1. Data Controller and Data Protection Officer	Tor Vergata University of Rome: - Address: Via Cracovia 50, 00133, Rome (RM) - Phone number: +39 06 72598753 - E-mail: rettore@uniroma2.it - PEC: rettore@pec.uniroma2.it Data Protection Officer (RPD): - Address: Via Cracovia 50, 00133, Rome (RM) - Phone number: +39 06 7259 2151 - E-mail: rpd@uniroma2.it - PEC: rpd@pec.torvergata.it
2. Type of data being processed	Tor Vergata University of Rome manages the personal data of the following categories: - Teaching staff (Professors and Researchers); - Visiting professors/researchers/scholars (and similar roles); - Technical, Administrative and Library Staff (T.A.B.); - Research fellows; - PhD students; - Foreign mother-tongue readers; - Collaborators and Linguistic Experts; - Family members/dependents of the interested party; - Tutor managers; - Experts with a particular and proved specialization; In particular, the personal data being processed as of art. 6 are the following: - personal data (name and surname, place and date of birth, place of residence, citizenship, tax code); - contact details (e-mail address and phone number); - a copy of an identity document (or passport, in the case of foreign interested party); - career data (curriculum vitae, including the curriculum scientific-professional, list of exams and qualifications also after graduation) and professional qualification; - signature; - bank details (IBAN code), with an indication of eventuality delegates / joint holders of the current account; - the amount of annual remuneration for gentlemen received for occasional work; - tax data, including VAT number, tax regime, cash register social security and tax domicile (for those who depend on the VAT number); - invitation letter for Visiting Professor/ researcher/scholar; - data related to the project financed by the University; - data related to the composition of the family unit; - additional personal data contained in the self-declarations made to pursuant to articles 46-47 D.P.R. 445/2000. The University will also process particular categories of personal data, pursuant to Article 9, par. 2, of the GDPR, such as: - data relating to the state of health of candidates with disabilities, pursuant to Law 104/1992, in order to benefit from the aid necessary, as well as the possible need for time additional, for carrying out the selection tests/interviews,

	where required, pursuant to Legislative Decree 165/2001 and subsequent changes made; - data related to the state of health of the components otherwise able-bodied members of the household of the candidates, pursuant to L. 104/1992, in order to benefit from the resulting tax concessions.
3. Source of personal data	The data held by Tor Vergata University of Rome are collected directly from the interested party. The personal data of the family members are provided by the person assigned the contract.
4. Purpose of the treatments and legal basis	The processing of personal data is carried out for the following purpose: 4.1) submission of documentation for the purpose of collecting the authorization for a visa for research, study or self-employment and for the activation, on behalf of the interested party, of the procedure for family reunification/entry of accompanying family members: the interested party may delegate authorized university personnel - in particular, personnel belonging to the Reception Office/Welcome Office - to send the documentation requested to support the application for authorization for a visa for research/study/self-employment to the One-Stop Shop for Immigration of the Prefecture of Rome, to the Territorial Labor Inspectorate, to the Police Headquarters/Public Prosecutor's Office or to the CINECA Interuniversity Consortium ("CINECA") via the "Universitaly" portal. The authorization issued by the aforementioned Authorities will be sent by the university personnel directly to the interested party (via e-mail); 4.2) assignment of specific fixed-term assignments (co.co.co., professional consultancy, occasional services, individual assignments, with self-employed contracts, pursuant to Article 6 paragraph 7 of Legislative Decree 165/2001, paid assignments to retired workers, pursuant to Legislative Decree 95/2012, converted by Law 135/2012) following comparative procedures and selection notices; 4.3) possible assignment of copyright by the interested party: the Owner reserves the right to acquire from the interested party the copyright of a creative work produced by the same in the context of the activity that is the object of the assignment. 4.4) selection of teachers who aspire to and who will perform the functions of coordinating tutor at the centers in compliance with the Legislative Decree 28 December 2023, no. 256: in particular for the verification of the admission requirements for the procedures for assigning tasks and the assessable qualifications, for carrying out the evaluation interview, for determining the score, the position in the ranking and for the publication of the same. For the purpose referred to in point 4.1, the legal basis of the processing can be found in Article 6, paragraph 1, letter c) of the GDPR ("the processing is necessary for compliance with a legal obligation to which the Data Controller is subject") and e) ("the processing is necessary for the performance of a task of public interest or connected to the exercise of public powers vested in the Data Controller") of the GDPR. In particular, the reference legislation is Articles 27 ter, 28 and 29 of Legislative Decree 286/1998 and subsequent amendments ("Consolidated Law on Immigration") and Presidential Decree 286/1998 and subsequent amendments ("Consolidated Law on Immigration") and Presidential Decree 286/1998 and subsequent amendments ("Consolidated Law on Immigration") and Presidential Decree 286/1998 and subsequent amendments ("Consolidated Law on Immigration") and Presidential Decree 286/1998 and subsequent amendments ("Consolidated Law on Immigration").



	Immigration"). 394/1999 (Implementing Regulation of the Consolidated Law on Immigration). For the purposes referred to in point 4.2, the legal basis for the processing can be found in Article 6, paragraph 1, letter b), of the GDPR ("the processing is necessary for the performance of a contract to which the data subject is party or for the implementation of pre-contractual measures adopted at the request of the data subject") and letter c) of the GDPR. In particular, the reference legislation is Presidential Decree 602/1973, Presidential Decree 382/1980, Law 236/1995, Legislative Decree 165/2001, Legislative Decree 95/2012, Legislative Decree 276/2003, Law 230/2005, Law 69/2009, Law 122/2010, Law 240/2010, Legislative Decree 33/2013, Law 124/2015 and subsequent amendments, as well as Article 409, paragraph 3, of the Code of Civil Procedure. For the purpose referred to in point 4.3, the legal basis for processing can be found in Article 6, paragraph 1, letters b) and c) of the GDPR. In particular, the reference legislation is Article 2575 et seq. of the Civil Code and Law 633/1941. For the purpose referred to in point 4.4, the legal basis for processing can be found in Article 6, paragraph 1, letter e) of the GDPR. The Data Controller does not use automated decision-making or monitoring systems designed to provide information relevant to the purposes of the hiring or assignment of the task, management or termination of the employment relationship, assignment of tasks or duties, as well as indications affecting the evaluation, performance and fulfillment of contractual obligations of workers.
5. Recipients of the personal data	The data will be communicated and/or in any case made accessible to employees and collaborators in charge of the competent University offices, in their capacity as persons authorised to process data, and to other University structures, for compliance with legal obligations. The Data Controller may communicate the data to natural and legal persons who provide consultancy or service activities to the University. In this case, these individuals will act as Data Processors pursuant to and for the purposes of Article 28 of the GDPR. With regard to Visiting Professors, the personal data referred to in point 2 (name and surname, date and place of birth, telephone number, mobile phone and e-mail, tax code, curriculum vitae, including scientific curriculum vitae, photocopy of a valid identity document and, if foreign, also a residence permit) will flow into the following platforms: - FUNDING & TENDERS OPPORTUNITIES PORTAL, managed by the European Commission; - CSA/CINECA, whose manager is appointed Data Processor pursuant to Article 28 of the GDPR. The University communicates the personal data of which it is the Data Controller to: - Ministry of University and Research (MUR); - National Agency for Active Labour Policies (ANPAL); - Employment Center or other territorially competent body for hiring pursuant to Law no. 68/1999 (for example, Territorial Labor Inspectorate); - National Institute for Insurance against Accidents at Work (INAIL); - National Social Security Institute (INPS) and other Social Security Institutes (e.g. National Institute for Social Security for Italian Journalists-INPGI); - Revenue Agency; - One-Stop Immigration Desk – Prefecture of Rome; - Police Headquarters and Public Prosecutor's Office; - University/CINECA; - USR (Regional School Office).



	The data may be communicated to certifying administrations when checking the declarations made for the purposes of Presidential Decree 445/2000.
6. Duration of the data storage	The personal data collected will be retained for a period of time not exceeding the achievement of the purposes for which they are processed ("principle of storage limitation", pursuant to Article 5 of the GDPR). The personal data collected will be retained under the following terms: - the personal data of the subjects participating in the comparative procedure, where applicable, and not winners will be retained for the time necessary to complete the selection procedure; - the data of internal personnel in charge of training courses will be retained for one year from the termination of the assignment itself; - the data of external personnel contained in the request for authorization to carry out the assignment and in the communication of the compensation paid will be retained for a period of five years from the termination of the assignment; - the data relating to the rankings, minutes and authorization provisions for the assignment will be retained for an unlimited period, as established by the archiving obligations imposed by the current legislation and as provided for in the Summary and the attached University Selection Handbook.
7. Rights of the interested party	The interested party has the right to obtain from the Data Controller, (by writing to privacy@uniroma2.it) access, rectification, erasure of personal data, as well as the right to limitation, portability of data and opposition to the processing that concerns him/her (articles 15-21 of the GDPR). The interested party has the right to lodge a complaint with the Guarantor for the Protection of Personal Data (protocollo@gpdp.it or protocollo@pec.gpdp.it) (article 77 of the GDPR).
8. Obligation to provide data	The provision of data is necessary for the purposes of evaluating the requirements for participation in the selection procedure, under penalty of exclusion from the same. The provision of data is a necessary requirement in order to allow authorized university personnel to present the documentation useful for issuing the aforementioned authorization and for activating the procedure for family reunification/entry of accompanying family members, for the assignment of the aforementioned assignment and/or for the transfer of copyright relating to the work possibly produced. Consequently, any refusal will preclude the implementation of the aforementioned activities.
9. Ways of processing data	The personal data provided will be subject to processing operations in compliance with the aforementioned legislation and the confidentiality obligations that inspire the activity of the Data Controller. The data will be processed both with computer tools and on paper and on any other type of suitable support, in compliance with the appropriate security measures pursuant to Article 5, paragraph 1, letter f) of the GDPR.
10. Data transfer abroad	The data collected are not transferred to third countries outside the EU or to international organizations.
11. Privacy Policy Disclosure dated	15/10/2025