

Information pursuant to Art. 13 and Art. 14 of the EU Regulation 2016/679 (General Data Protection Regulation) for the processing of personal data for internal and external employees related to the contract for temporary cooperation activity (“co.co.co”), the contract for professional consultant activity, the contract for occasional cooperation activity and for the copyright transfer agreement related to intellectual work

<p>1. Data Controller and Data Protection Officer</p>	<p>Independent Data Controller at Tor Vergata University of Rome in the person of Rector pro tempore: - Address: Via Cracovia 50, 00133, Rome (RM) - Phone number: +39 06 72598753 - E-mail: rettore@uniroma2.it - PEC: direzione.generale@pec.uniroma2.it; Data Protection Officer at Tor Vergata University of Rome: - Address: Via Cracovia 50, 00133, Rome (RM) - Phone number: +39 06 7259 2151 - E-mail: rp@uniroma2.it; - PEC: rp@pec.torvergata.it; Other information on the University's activities related to Privacy can be obtained by writing to: privacy@uniroma2.it.</p>
<p>2. Type of data being processed</p>	<p>Tor Vergata University of Rome will process the personal data of the candidates at the time of application as foreseen in the selection notice. In particular, the following will be processed:</p> <p>The “Tor Vergata” University of Rome will process the personal data belonging to the following categories of subjects interested parties for the conferment of specific individual assignments (for example: co.co.co, professional advice, occasional service contract):</p> <ul style="list-style-type: none"> - Teaching staff (Professors and Researchers); - Visiting professors (invited professors); - 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. <p>In particular, the personal data being processed will be:</p> <ul style="list-style-type: none"> - personal data (name and surname, place and date of birth, place of residence, citizenship, tax code); - contact details (e-mail address and telephone 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 qualification professional; - 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);

	<p>- data relating to the composition of the family unit;</p> <p>- additional personal data contained in the self-declarations made to pursuant to articles 46-47 D.P.R. 445/2000.</p> <p>The University will also process particular categories of personal data, pursuant to Article 9, par. 2, of the GDPR, such as:</p> <p>- 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 ones changes made;</p> <p>- data relating 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 concessions tax.</p>
3. Source of personal data	<p>The data held by Tor Vergata University of Rome are collected directly from the interested party.</p> <p>The personal data of the family members are provided by the person assigned the contract.</p>
4. Purpose of the treatments and legal basis	<p>The processing of personal data is carried out for the following purpose:</p> <p>4.1) granting of specific fixed-term assignments (co.co.co., professional consultancy, occasional services) a follow-up of comparative selection procedures;</p> <p>4.2) any transfer of copyright by of the interested party: the Owner reserves the right to acquire from the interested party the copyright of a creative work produced by the person concerned as part of the activity subject of the assignment.</p> <p>For the purpose referred to in point 4.1, the legal basis of the processing can be found in Article 6, paragraph 1, letter b), of EU Regulation 2016/679 ("processing is necessary to the execution of a contract of which the interested party is a party or to the execution of pre-contractual measures adopted at the request of the same ") and letter c) of EU Regulation 2016/679 ("the processing it is necessary to fulfill a legal obligation to which the Data Controller"). In particular, the legal bases of the treatment are the D.P.R. 602/1973, Presidential Decree 382/1980, L.236/1995, Legislative Decree 165/2001, Legislative Decree 276/2003, Law 230/2005, L.69/2009, Law 122/2010, Law 240/2010, Legislative Decree 33/2013, Law 124/2015 and subsequent amendments.</p> <p>For the purpose referred to in point 4.2, the legal basis of the processing is found in Article 6, paragraph 1, letters b) and c) of the GDPR. In particular, the legal basis of the processing is Article 2575 et seq. of the Civil Code and Law 633/1941.</p>
5. Recipients of the personal data and any possible data transfers abroad	<p>Within the limits relevant to the processing purposes indicated, the data will be communicated and / or in any case made accessible to employees and to the collaborators in charge of the competent University offices, in their quality of subjects authorized to process and to other structures of the University, for compliance with legal obligations.</p> <p>The University also communicates the personal data it owns to:</p> <ul style="list-style-type: none"> - Ministry of Education, University and Research (MIUR); - National Agency for Active Labor Policies (ANPAL); - Employment Center or territorially competent body for recruitments pursuant to Law no. 68/1999; - National Institute for Occupational Accident Insurance (INAIL); - National Institute for Social Security (INPS) and other institutes Social security (e.g. National Institute for Social Security Journalists Italians-INPGI);

	<p>- Revenue Agency. The data can be communicated to certifying administrations in the control center of the declarations made for the purposes of Presidential Decree 445/2000.</p>
6. Duration of the data storage	<p>The personal data collected will be kept for a period of time not exceeding the achievement of the purposes for which they are treated ("conservation limitation principle", pursuant to of Article 5 of the GDPR). The personal data collected will be stored in the following terms:</p> <ul style="list-style-type: none"> - the personal data of the subjects participating in the procedure comparative, where applicable, and no winning results will be kept for the time necessary to complete the procedure selection; - the data of internal staff in charge of training courses will be kept for one year from the termination of the assignment same; - the data of external personnel contained in the request for authorization to carry out the assignment and in communication of the remuneration paid will be kept for one five-year period from the termination of the assignment; - the data concerning the rankings, the minutes, and the provisions of authorization for the assignment will be kept in time unlimited, as stipulated by the archiving obligations imposed by current legislation and in accordance with the provisions of Summary and the University Selection Handbook annex.
7. Rights of the interested party	<p>The interested party has the right to ask the Data Controller (by writing to the following email address: privacy@uniroma2.it), pursuant to Articles 15, 16, 17, 18, 19, 20, 21 of the EU General Data Protection Regulation 2016/679:</p> <ul style="list-style-type: none"> • For access to their personal data, the correction or cancellation of the data, the limitation of the processing of the data, or the restriction of processing of the data, in addition to the right to data portability. • To propose a complaint to a supervisory authority (Guarantor for the protection of personal data: Piazza Venezia 11, Rome http://www.garanteprivacy.it), email address: protocollo@pec.gpdp.it, protocollo@gpdp.it,
8. Obligation to provide data	<p>For both the abovementioned purposes, it is mandatory to provide the requested personal data. Consequently, any refusal will make it impossible to confer the same and / or formalize the transfer of the rights themselves.</p>
9. Ways of processing data	<p>The personal data provided will be processed in compliance with the aforementioned legislation and the confidentiality obligations which regulate the activity of the Data Controllers. The data will be processed both with IT tools and on paper, as well as on any other type of suitable medium, in compliance with the appropriate security measures pursuant to Art 5 paragraph 1, letter f, of the GDPR.</p>
10. Data transfer abroad	<p>The collected data are not subject to transfer abroad.</p>
11. Privacy Policy Disclosure	<p>Date of preparation: 24/05/2021</p>