

Information for the ORGANISATIONS that intend to collaborate on TRAINEESHIPS WITHIN THE ERASMUS+ PROGRAMME.

This document has been written in compliance with the General Data Protection Regulation (GDPR) (EU) 2016/679 which, pursuant to art. 12.13 and 14, envisages, inter alia, the obligation to provide interested parties with information regarding the processing of their personal data.

This information therefore addresses those persons who provide their personal data for the purpose of promoting different types of collaboration with the University of Bologna about traineeships. These activities are carried out to promote internship opportunities, to enhance the skills and employability of students and recent graduates and help them to make their professional decisions.

The legal basis of the personal data processing is based on Article 6 paragraph 1 letter "e" and on articles 9 and 10 of the General Data Protection Regulation (GDPR) (EU) 2016/679.

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1. General information on personal data processing

The Data Controller: Alma Mater Studiorum - University of Bologna, of which the Rector is Legal Representative (registered office: via Zamboni 33, 40126 - Bologna, Italy).

Contact details:

E-mail: privacy@unibo.it

Certified e-mail: scriviunibo@pec.unibo.it

The Data Protection Officer (DPO) at Alma Mater Studiorum - University of Bologna (registered office: via Zamboni 33, 40126 - Bologna, Italy).

Contact details:

E-mail: dpo@unibo.it

Certified e-mail: scriviunibo@pec.unibo.it

2. Purpose and methods of personal data processing

Personal data provided by the data subject in the traineeship offer is collected and used solely to the extent allowed by law and by the regulations.

Processing is carried out with or without the support of electronic equipment, in compliance with the general principles of processing personal data, as specified in article 4 of the General Data Protection Regulation (GDPR) (EU) 2016/679. Furthermore, data is processed exclusively for the performance of institutional activities and/or for the purposes specified in Rectoral Decree no. 271/2009 (Testo Unico sulla Privacy e sull' Utilizzo dei Sistemi Informatici)

In particular, personal data of data subjects and any addresses associated with them is processed by the University in order to carry out the following activities:

- Set up possible agreements
- Set up curricular internships
- Set up training and guidance internships
- Financial report to financing bodies

3. Period of retention of personal data

The data will be kept by Alma Mater Studiorum - University of Bologna, in compliance with the art. 5 General Data Protection Regulation (GDPR) (EU) 2016/679, for no longer than is necessary for the purposes for which personal data are processed and with specific regard to the data processing limitation provisions of letter "e", art. 5, General Data Protection Regulation (GDPR) (EU) 2016/679.

4. Provision of personal data

The provision of personal data is optional; however, failing to provide such data will make it impossible to collaborate with the University of Bologna to set up traineeships.

5. Flow of personal data

Personal data is processed by Structures and employees of the University exclusively for institutional purposes and in compliance with the relevant legislative requirements. It may also be communicated to public or private parties which collaborate with the University of Bologna exclusively for the promotion of traineeship offers during the outgoing call.

6. Rights of the data subject

Data subjects are entitled to the rights referred to in section 2, 3 and 4 of Chapter III of General Data Protection Regulation (GDPR) (EU) 2016/679. In particular, they are entitled to ask the data controller: the access to, correction and deletion of personal data; limitation of their processing, opposition to their processing. The requests can be addressed to the Data Protection Officer indicated above.

Data subjects who believe that the processing of personal data relating to them takes place in violation of the provisions of the General Data Protection Regulation (GDPR) (EU) 2016/679 or decree 196/2003 and subsequent amendments and additions have the right to lodge a complaint with the Italian Authority for the Protection of Personal Data, as required by art. 77, General Data Protection Regulation (GDPR) (EU) 2016/679, or to seek an effective judicial remedy (art. 79, General Data Protection Regulation (GDPR) (EU) 2016/679).