

**INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA IN THE CONTEXT OF SELECTIVE, COMPARATIVE, AND EVALUATIVE PROCEDURES FOR THE HIRING OF STAFF OR FOR THE ACTIVATION OF QUASI-SUBORDINATE CONTRACTS**

To facilitate reading and understanding of its content, the information notice is divided into specific sections, namely: 1. Purpose of the Processing; 2. Legal Basis for the Processing; 3. Methods of Processing; 4. Nature of Data Provision; 5. Disclosure of Personal Data and Possible Transfers Abroad; 6. Data Processing Entities; 7. Data Retention Period; 8. Rights of the Data Subject and How to Exercise Them; 9. Data Protection Officer (DPO).

**1. Purpose of the Processing**

According to the provisions of current legislation, we would like to inform you that the University G. d'Annunzio (hereinafter referred to simply as "the University") processes the personal data you provide in order to enable you to access the positions specified in the University calls, or to participate in recruitment procedures aimed at employment as a subordinate or quasi-subordinate worker.

For your greater awareness, the main definitions of the applicable legislation are outlined below.

"Personal data" means "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person."

"Processing" means "any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction."

The University processes your personal data, specifically personal identification data, curriculum data, fiscal data, and data related to criminal convictions and offenses, exclusively for the purpose of conducting activities related to selective, comparative, and evaluative procedures for hiring personnel or activating quasi-subordinate contracts.

The University may also process your personal data for statistical purposes.

The processing of your personal data is carried out in compliance with applicable legislation, the rights, fundamental freedoms, and dignity of the data subject, with particular regard to confidentiality, personal identity, and the right to data protection, as well as the principles of lawfulness, fairness, relevance, proportionality, and purpose.

## **2. Legal Basis for Processing**

For the purposes outlined in the previous paragraph 1, the personal data you provide are processed under the conditions outlined in Article 6, paragraph 1, letters (b) and (c) of Regulation (EU) 2016/679. This processing is necessary for the execution of the indicated procedures as well as for compliance with specific legal obligations incumbent upon the University.

## **3. Processing Methods**

The processing of your personal data is carried out through the operations or set of operations outlined in the aforementioned legal definition of "processing," with or without the use of electronic tools.

## **4. Nature of Data Provision**

The provision of personal data is considered mandatory, as it is necessary for carrying out the selection procedures. Your refusal to provide personal data will result in the University's inability to perform the activities required to conduct the aforementioned procedures.

## **5. Disclosure of Personal Data and Possible Transfers Abroad**

Your personal data will also be processed by the Examination Committees, by the Ministry of Education, Universities, and Research (MIUR) – as part of the mandatory communications required for teaching/research staff and grant holders who are successful candidates, to update ministerial databases – and by certifying administrations during the verification of self-declarations made pursuant to Presidential Decree No. 445/2000.

If necessary for the aforementioned purposes, your personal data, including for the use of individual demand services, may be disclosed to public or private entities, including:

- Employment centers or territorially competent bodies for hiring under Law 68/1999;
- Provincial administrations and the Regional Employment Center regarding the informational report on hiring, terminations, and changes to employment relationships, prepared pursuant to Law 68/1999;
- Judicial authorities (C.P. and C.P.P.);
- Private companies managing the platform through which it is possible to submit applications.

The University also relies on the support of external providers for the delivery of specific services instrumental to the management of procedures, who may become aware of personal data solely for the purposes of providing the requested service. The list of providers is available on the University's

website ([www.unich.it](http://www.unich.it)).

The University does not disclose your personal data to entities (public or private) located in countries outside the European Union.

The University will publish your data, in compliance with the limits established by current legislation, to meet the requirements related to communications regarding the procedure, or to fulfill regulatory provisions on transparency and information within the framework of public selection procedures.

## **6. Data Processing Entities**

The data controller is the G. d'Annunzio University, located at Via Vestini 31, 66100 Chieti, legally represented by the Magnificent Rector, phone: +39 0871 3556010, email: [rettore@unich.it](mailto:rettore@unich.it); certified email (PEC): [ateneo@pec.unich.it](mailto:ateneo@pec.unich.it).

The list of data processors is available on the University's website at [www.unich.it](http://www.unich.it).

## **7. Data Retention Period**

Your personal data, particularly regarding personal information and career data, will be retained for 10 (ten) years, unless a longer period is required due to the possible use of active rankings or for an indefinite period in the event that the procedure is subject to litigation. The retention of other data is linked to the retention periods of administrative documents that contain them (referencing the retention schedule for documents related to university staff files, as well as the current University regulation on document flows issued by Rectoral Decree No. 397 of 28/06/2013).

## **8. Rights of the Data Subject and How to Exercise Them**

According to current legislation, you, as the data subject, have the right:

- o) obtain confirmation from the data controller as to whether or not personal data concerning you is being processed;
- (to) access your personal data, and specifically the following information: the purposes of the processing; the categories of personal data being processed; the recipients or categories of recipients to whom the personal data has been or will be disclosed, particularly if they are recipients in third countries or international organizations; where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period; the possible existence of automated decision-making processes, including profiling, and, if applicable, meaningful information about the logic involved, as well as the significance and the expected consequences of such processing for the data subject;

- (to) rectify inaccurate personal data and complete incomplete personal data;
- where the conditions set forth by current legislation apply, (to) request the erasure of data or the restriction of processing concerning you;
- (to) data portability, where applicable;
- (to) object to the processing;

(to) lodge a complaint, where applicable, with the Italian Data Protection Authority (*Garante per la protezione dei dati personali*), as the supervisory authority operating in our legal system.

To exercise the rights mentioned in the previous point, you may send a written communication addressed to the data controller: G. d'Annunzio University, Via Vestini 31, 66100 Chieti, or to the following email address: [ateneo@pec.unich.it](mailto:ateneo@pec.unich.it). In any case, and to better protect your rights, please attach a copy of a valid identification document to your request.

### **9. Data Protection Officer (DPO)**

The Data Protection Officer is Prof. Gianluca Bellomo. To contact the Data Protection Officer, you may send an email to the following addresses: [dpo@unich.it](mailto:dpo@unich.it); [dpo@pec.unich.it](mailto:dpo@pec.unich.it); phone: +39 085 4537842.

Signed: The Rector,  
Professor Liborio STUPPIA

