PRIVACY STATEMENT ON THE PROCESSING OF PERSONAL DATA RELATED TO THE DIGITAL UNIVERSITY WEBSITE OF THE UNIVERSITY OF TRENTO

under art. 13 of Decree-law no. 196 of 30 June 2003

Foreword

Decree-law 196/2003 of 30 June 2003 ("Italian Data protection code", hereinafter the "privacy code") aims at protecting the privacy of individuals in respect of the processing of personal data. Under the said law, data must be processed in a fair and lawful manner, to ensure transparency and the protection of the privacy and rights of the individuals concerned, and must be relevant and not excessive in relation to the purpose for which they are processed.

For purposes of this Privacy Policy, the following definitions apply:

**Personal data**: any information relating to a natural person that is or can be identified, even indirectly, by reference to any other information including a personal identification number.

**Processing**: any operation, or set of operations, carried out with or without the help of electronic or automated means, concerning the collection, recording, organization, keeping, interrogation, elaboration, modification, selection, retrieval, comparison, utilization, interconnection, blocking, communication, dissemination, erasure and destruction of data, whether the latter are contained or not in a data bank.

**Data controller**: any natural or legal person, public administration, body, association or other entity that is competent, to determine purposes and methods of the processing of personal data and the relevant means, including security matters.

**Data processor**: any natural or legal person, public administration, body, association or other agency that processes personal data on the controller’s behalf.

**Persons in charge of the processing**: the natural persons that have been authorized by the data controller or processor to carry out processing operations.

**Data subject**: the natural person that is the subject of the personal data.

**Purposes of the processing**

In compliance with article 13 of the Privacy code, the University of Trento (hereinafter, the University), as data controller, hereby informs users that personal data on the Digital University website are processed by electronic means for the official purposes of the University, and specifically for promotional work and to ensure transparency of the University’s activities as concerns teaching and research, i.e. for courses and research outputs (publications in scientific journals, research projects), and the publication of contact details in the University directory.

version of January 2017
**Type of processed data**

The personal data published on the Digital University website include:

- Personal data of account holders and contact details (division, position, phone number, email address);
- Curriculum vitae;
- List of publications;
- List of research projects;
- Taught courses;
- List of theses and dissertations;
- Office hours;
- Research interests for theses and dissertations;
- Notices.

Account holders enter their personal data on the Digital University website (photo, curriculum vitae, office hours, research interests, notices). The University’s IT systems display and daily update this information, as specified below:

- ADA: personal data;
- ESSE3: data on taught courses;
- IRIS: data on publications;
- The “Anagrafica Progetti” system: data on research projects;
- TEA: data on theses and dissertations.

**Browsing data**

As you navigate, the website acquires some personal data (browsing data), whose transmission is implicit in the use of Internet communication protocols.

This category of data includes: IP addresses or domain names of the computers used by users who connect to the website, the addresses in URI (Uniform Resource Identifier) notation of the requested resources, the time of the request, the method used in submitting the request to the server, the size of the file obtained in response, the numerical code indicating the status of the response given by the server (successful, error, etc.) and other parameters relating to the user’s operating system and computer environment.

This information is not collected to be associated with identified interested parties but, by its very nature, it may, via processing and association with data held by third parties, allow for users to be identified.

Browsing data are used for the sole purpose of obtaining anonymous and aggregated statistical information on use of the website and to check its correct operation. The data will be stored only for
the time necessary. The data might be used to establish liability in case computer crimes are committed against the website.

**Cookies policy**

Cookies on this website do not collect any sensitive information. They collect information to improve the user experience on the website, to improve web services and to develop new services linked to the website.

This website uses Google Analytics, a data analysis service provided by Google Inc. (“Google”), to improve the usability of web services and communication with users, assess the users’ level of internationalization, and promote institutional activities based on the different type of users. If required by law, Google may transfers the collected data to third parties. Data are collected only for institutional purposes and will never be sold for commercial purposes.

For more information on Google Analytics visit the following page [http://www.google.it/analytics/terms/it.html](http://www.google.it/analytics/terms/it.html)

The website uses the following cookies:

<table>
<thead>
<tr>
<th>NAME OF THE COOKIE</th>
<th>DESCRIPTION</th>
<th>OWNER OR THIRD PARTY</th>
<th>LIFESPAN</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>cookie-agreed</td>
<td>This cookie records the user’s acceptance of cookies on our Website</td>
<td>Unitn</td>
<td>90 days</td>
<td>Used to record if the user has accepted the use of cookies on the website.</td>
</tr>
<tr>
<td>_ga</td>
<td>Google Analytics Cookie</td>
<td>Google Analytics</td>
<td>2 years</td>
<td>Used to distinguish users.</td>
</tr>
<tr>
<td>_gat</td>
<td>Google Analytics Cookie</td>
<td>Google Analytics</td>
<td>10 minutes</td>
<td>Used to limit the number of requests.</td>
</tr>
<tr>
<td>_utma</td>
<td>Google Analytics Cookie</td>
<td>Google Analytics</td>
<td>2 years from set or update</td>
<td>Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.</td>
</tr>
<tr>
<td>_utmmt</td>
<td>Google Analytics Cookie</td>
<td>Google Analytics</td>
<td>10 minutes from set or update</td>
<td>Used to limit the number of requests.</td>
</tr>
<tr>
<td>Cookie</td>
<td>Description</td>
<td>Expiry</td>
<td>Use</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>__utmb</td>
<td>Google Analytics Cookie</td>
<td>30 minutes from set or update</td>
<td>Used to determine new sessions/visits. The cookie is created when the javascript library executes and no existing __utmb cookies exists. The cookie is updated every time data is sent to Google Analytics.</td>
<td></td>
</tr>
<tr>
<td>__utmz</td>
<td>Google Analytics Cookie</td>
<td>6 months from set/update</td>
<td>Stores the traffic source or campaign that explains how the user reached your site. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics.</td>
<td></td>
</tr>
<tr>
<td>__utmc</td>
<td>Google Analytics Cookie</td>
<td>End of browser session</td>
<td>Not used in ga.js. Set for interoperability with urchin.js. Historically, this cookie operated in conjunction with the __utmb cookie to determine whether the user was in a new session/visit.</td>
<td></td>
</tr>
<tr>
<td>__utmv</td>
<td>Google Analytics Cookie</td>
<td>2 years from set or update</td>
<td>Used to store visitor-level custom variable data. This cookie is created when a developer uses the _setCustomVar method with a visitor level custom variable. This cookie was also used for the deprecated _setVar method. The cookie is updated every time data is sent to Google Analytics.</td>
<td></td>
</tr>
</tbody>
</table>

For more information about Google Analytics Cookies visit:  
https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage?hl=it#gajs

**How to disable cookies**

Users can disable all cookies or only Google Analytics cookies. If you disable all cookies you can still navigate the Digital University website in a fully functional way.

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Users can disable all cookies through the browser settings. Guides to disable cookies on most common browsers can be found here:

- **Internet Explorer**

- **Microsoft Edge**
  - [https://privacy.microsoft.com/it-it/windows-10-microsoft-edge-and-privacy](https://privacy.microsoft.com/it-it/windows-10-microsoft-edge-and-privacy) (IT)

- **Google Chrome**
  - [https://support.google.com/chrome/answer/95647?hl=it](https://support.google.com/chrome/answer/95647?hl=it) (IT)
  - [https://support.google.com/chrome/answer/95647?hl=en](https://support.google.com/chrome/answer/95647?hl=en) (EN)

- **Mozilla Firefox**
  - [https://support.mozilla.org/it/kb/Gestione%20dei%20cookie](https://support.mozilla.org/it/kb/Gestione%20dei%20cookie) (IT)

- **Opera**

- **Apple Safari**

To disable Google Analytics cookies, Google developed a Google Analytics opt-out browser add-on, designed to be compatible with the most common browsers. Visit the following pages [https://tools.google.com/dlpage/gaoptout?hl=it](https://tools.google.com/dlpage/gaoptout?hl=it) (IT) / [https://tools.google.com/dlpage/gaoptout?hl=en](https://tools.google.com/dlpage/gaoptout?hl=en) (EN) to download the add-on and follow the instructions.

Users can delete the cookies stored on their computer before the withdrawal of consent through their browser’s privacy settings. Read the instructions provided by your browser, and choose the “Delete browsing history” option or similar.

**Methods of the processing**

Data are processed with electronic or automated means in a fair and lawful manner, and must be relevant and not excessive with regard to the purpose for which they are processed and the objectives of the University.

Data are stored for the duration necessary to achieve the purpose for which they were collected.

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The University implemented the security requirements recommended by the Privacy Code to prevent the loss of data, any use that is not compliant with the laws and unauthorized access.

**Nature of providing the requested data**

A set of personal information is required for the publication of contact details in the University directory. Failure or refusal to provide accurate information will prevent the University to include your contact details in the directory.

The data subjects can at any time show or hide all other information through their personal settings.

**Data controller and data processor**

The data controller is the University of Trento, with main offices in via Calepina 14, 38122 Trento (TN).

The data processor is the managing director of the University of Trento, Mr. Alex Pellacani.

**The data subject’s rights**

The data subject may at any time exercise the rights referred to in Section 7 of the Code, in particular:

- the right to obtain confirmation as to whether or not personal data concerning him or her exist, regardless of their being already recorded, and communication of such data in intelligible form;

- the right to be informed a) of the source of the personal data, b) of the purposes and methods of the processing, c) of the logic applied to the processing, if the latter is carried out with the help of electronic means, d) of the identification data concerning data controller and data processors, e) of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State’s territory, data processor(s) or person(s) in charge of the processing;

- the right to obtain a) updating, rectification or, where interested therein, integration of the data; b) to obtain erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed; c) to obtain certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected;

- the right to object, in whole or in part, on legitimate grounds, to the processing of personal data concerning him or her.

The rights referred to in article 7 may be exercised by making a request to the data controller through the helpdesk form on the Digital University website.

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