



# UNICAMILLUS

## NOTICE FOR PROVIDERS OF WORKS, GOODS AND/OR SERVICES PURSUANT TO ARTICLE 13 OF THE REGULATION (EU) 2016/679 ON THE PROCESSING OF PERSONAL DATA CARRIED OUT BY UNICAMILLUS UNIVERSITY

Pursuant to Article 13 of the Regulation (EU) 2016/679 on the “protection of natural persons with regards to the processing of personal data” (hereinafter also referred to as “*GDPR*”), Saint Camillus International University of Health Sciences - UniCamillus, with registered office in Rome, Via di Sant'Alessandro 8, 00131, Rome, as Data Controller (hereinafter also referred to as “Controller” or “UniCamillus” or “University”), hereby informs about the processing of personal data carried out in relation to the purposes listed below.

Processing of personal data means any operation or set of operations performed by the University on personal data, whether or not by automated means, such as collection, recording, modification, adaptation, consultation, disclosure by transmission, dissemination or otherwise making available, alignment or combination, erasure or destruction.

Pursuant to Article 5, Paragraph 1, letter a) of the GDPR, the processing of personal data carried out by UniCamillus will be based on the principles of fairness, lawfulness and transparency as well as the protection of data confidentiality and the rights of the data subjects.

<b>Data Controller</b>	The Data Controller is, pursuant to Article 4 of the GDPR, Saint Camillus International University of Health Sciences – UniCamillus, with registered office in Rome, Via di Sant'Alessandro 8, 00131.
<b>Data Protection Officer (DPO)</b>	The Data Controller has appointed its own personal Data Protection Officer (“DPO”), who can always be contacted at the email address <a href="mailto:dpo@unicamillus.org">dpo@unicamillus.org</a> or by calling the following number: +39 06 40 06 40, as well as by sending a communication to the Data Controller at the aforementioned address.
<b>Category of interested parties</b>	Economic operators, entities, providers of goods and services (and/or their legal representatives).
<b>Purposes of data processing</b>	<p>Purposes connected with and instrumental to the management of contractual relations and pre-contractual negotiations as well as for the performance and control of the mutual obligations arising from such relations (including any litigation phase). Particular attention must be paid to compliance with the agreed payment methods and fulfilments and, more generally, for administrative-accounting purposes, for compliance with the obligations laid down by laws, regulations and any other legislation applicable to our sphere of activity, as well as provisions issued by public authorities empowered to do so by law and by supervisory and control bodies.</p> <p>Personal data will be processed for - by way of example but not limited to - the management of pre-contractual activities; the fulfilment of contractual services; the insertion of personal data in our computer databases; the keeping of accounts; the management of receipts and payments; the exchange of communications inherent to the contractual relationship via telephone, post, forwarding agent, fax, email and other advanced means of forwarding; the fulfilment of obligations provided for by laws, regulations, EU legislation, civil and tax laws; the management of any litigation.</p>
<b>Processed personal data</b>	<p>General data: personal data (name, surname, tax code, date and place of birth, residence, citizenship), contact data (email address, certified email address, telephone numbers); bank data for payments.</p> <p>Legal data: data concerning criminal convictions, offences or related security measures.</p> <p>For the purposes indicated above, the conferment of personal data is necessary and the refusal to confer them or the subsequent request to cancel them would make it impossible to proceed with the establishment and/or continuation of the contractual relationship with the supplier.</p>

	<p>The personal data collected may be processed by natural or legal persons who, on behalf of and/or in the interests of UniCamillus University, provide specific processing services, including those of an informative and control nature, or who carry out activities that are connected, instrumental or in support of those of the University, or activities necessary for the conclusion, and/or execution, and/or termination of the contractual relationship, provided for in the contractual clauses, or in any case deriving from the requirements of managing the contractual relationship itself. Equally, the personal data collected may be processed by subjects whose right to access them is recognised by provisions of law, or secondary legislation. The subjects in question, as the case may be, will operate as authorised persons, managers or autonomous holders of the respective processing operations.</p>
<b>Legal bases for data processing</b>	<p>The legal basis of the aforesaid processing, pursuant to Article 6 letter b of the GDPR, is to be found in the need to process such data for the performance of a contract to which the data subject is party and/or for the performance of pre-contractual measures adopted at the request party as well as, pursuant to Article 6 letter c of the GDPR, to comply with legal obligations (e.g. tax) to which UniCamillus University is subject.</p>
<b>Data processing methods</b>	<p>Provided personal data will be subject to processing operations, in compliance with the aforementioned legislation and the confidentiality obligations, which inspire the activity of the Data Controller.</p> <p>Data will be processed by automated and non-automated means, in compliance with specific and adequate security measures, in accordance with Article 5, Paragraph 1, letter f) of the GDPR. Data will be processed and filed at the Registrar's Office and operational Offices of UniCamillus University.</p>
<b>Data retention time</b>	<p>Personal data will be retained for a period of time not exceeding that necessary to fulfil the above-mentioned purposes and, in any case, for the time strictly necessary to fulfil legal obligations. For existing contracts, in particular, the data will be deleted after the maximum period of civil prescription following the end of the contract itself. Once these terms have expired, without prejudice to possible litigation, the data will be destroyed or made anonymous and used for statistical purposes only.</p>
<b>Data addressees</b>	<p>Within the UniCamillus premises, personal data may be processed by the personnel assigned to the pursuit of the aforementioned purposes, who is expressly authorised to process them and who has received adequate operational instructions and training on personal data.</p> <p>The personal data of the interested party may be communicated, for processing in compliance with the purposes and methods indicated above and always with the obligation of confidentiality, to:</p> <ul style="list-style-type: none"> <li>• All subjects to whom the right of access to such data is recognised by virtue of regulatory provisions, Public Authorities, financial offices and, in general, to all bodies responsible for checks and controls on the correct fulfilment of contractual and pre-contractual obligations.</li> <li>• Employees and collaborators of this University who act as authorised persons for the management and execution of the aforesaid activities, who are duly trained and informed about the requirements and measures to be adopted to adequately protect the confidentiality of the persons concerned.</li> <li>• Post offices, forwarding agents and couriers for sending documentation and/or material.</li> <li>• All those natural and/or legal, public and/or private persons (legal, administrative and tax consultancy firms, judicial offices, chambers of commerce, etc.), when communication is necessary or functional to the performance of our activities and who, where necessary, act as external data processors.</li> <li>• Banking institutions for the management of proceeds and payments arising from the execution of contracts.</li> </ul>

	The data will not be disseminated.
<b>Transfer of personal data to non-EU countries</b>	Collected data are generally not transferred to countries or International Organizations outside the territory of the European Union. Should the processed personal data be transferred outside the territory of the European Union, such transfer will be made solely on the basis of the existence of appropriate and adequate guarantees, in compliance with the provisions of the GDPR.
<b>Rights of the data subjects</b>	<p>Pursuant to Articles 15 et seq. of the Regulation (EU) 2016/679, you may exercise the following rights:</p> <ul style="list-style-type: none"> <li>● <b>Right of access:</b> you have the right to obtain confirmation from the Data Controller as to whether or not personal data concerning you are being processed and if so, to obtain access to personal data on information specified in Article 15 of the GDPR.</li> <li>● <b>Right to rectification:</b> you have the right to obtain the rectification of inaccurate personal data concerning you from the Data Controller, without undue delay, and the integration of incomplete personal data, including by providing a supplementary declaration.</li> <li>● <b>Right to erasure:</b> you have the right to obtain the deletion of personal data concerning you from the Data Controller, without undue delay, if there are grounds specified in Article 17 of the GDPR.</li> <li>● <b>Right to restriction of processing:</b> you have the right to obtain the restriction of processing from the Data Controller, when one of the cases provided for in Article 18 of the GDPR applies.</li> <li>● <b>Right to data portability:</b> you have the right to receive personal data concerning you, which you have provided to the Data Controller, in a structured, commonly used and machine-readable format. You also have the right to transmit such data to another Data Controller, without hindrance from the Data Controller, to whom you have provided data, if the conditions set out in Article 20 of the GDPR are met.</li> <li>● <b>Right to object:</b> you have the right to object at any time to the processing of personal data concerning you, on reasons relating to your particular situation, in the cases and following the procedures provided for by Article 21 of the GDPR.</li> <li>● <b>Right to withdraw consent at any time,</b> pursuant to Article 7, Paragraph 3 of the GDPR, without prejudice to the lawfulness of the processing carried out on the basis of the consent subsequently withdrawn.</li> <li>● <b>Right to not be subjected to a decision based solely on automated processing,</b> including profiling, which produces legal effects concerning you or which affects you in a similarly significant manner, pursuant to Article 22 of the GDPR. The aforementioned rights may be exercised by sending a request to UniCamillus University, at the aforementioned address, or to the specially nominated Data Protection Officer, who can always be contacted at the following email address: <a href="mailto:dpo@unicamillus.org">dpo@unicamillus.org</a>.</li> <li>● <b>Right to lodge a complaint with a Supervisory Authority.</b> Finally, should you consider that the processing of your data is in breach of the provisions of the Regulation, you have the right to lodge a complaint with the Data Protection Authority (<a href="http://www.garanteprivacy.it">www.garanteprivacy.it</a>), as provided for in Article 77 of the Regulation, or to take legal action (Article 79 of the Regulation).</li> </ul>
<b>Notice update</b>	The always updated version of this Notice will be made available in the “Privacy” section of UniCamillus institutional website.