



INFORMATION ON THE OF PERSONAL DATA INSTITUTIONAL EMAIL SERVICE (under Article 13 of Regolamento (EU) 2016/679)

Under Article 13 of Regulation (EU) 2016/679 on the “General Data Protection Regulation” (hereinafter also GDPR), the Saint Camillus International University of Health and Medical Sciences - UniCamillus (hereinafter also “University” or “UniCamillus”), as the data processing procedure Owner, the data controller informs employees, lecturers, students, collaborators in various roles, who use the institutional email service, on the processing of personal data.

Data processing procedure Owner

The data processing procedure Owner is Saint Camillus International University of Health Sciences (UniCamillus), in the person of its pro-tempore Legal Representative, Registered Office: Via di Sant'Alessandro, 8 - 00131 Rome - Italy, Tax Code: 97962900581, CEM: unicamillus@pec.it; info@unicamillus.org; Tel.: +39 06 40 06 40

Data Protection Officer

UniCamillus has designated a Data protection Officer (DPO), who can always be contacted at the following email address: dpo@unicamillus.org.

Purposes of the and legal basis

The purpose is found in the management of the UniCamillus institutional email service. For the management of the service in question, the legal basis of the is found in Article 6, Paragraph 1, letter b). Providing the requested data is optional but necessary in order to use the service. The legal basis of the is also found in Article 6, Paragraph 1, letter f (legitimate interest), given that the accounts may be subject to dissemination as they are published on the institutional site and, moreover, with regard to the prevention of any illegal acts, the email service, a working tool owned by UniCamillus, may be subject to a system of inspections carried out in compliance with the current legislation and governed by Article 13 of the aforementioned “*Regulation for the use of the email service of Saint Camillus International University of Health Sciences - UniCamillus*” adopted by the University.

Categories and data processing methodologies

In order to use the service, users must provide their personal identification data.

The data is collected in compliance with the principles of lawfulness, correctness and transparency as well as pertinence, completeness and non excess in relation to the purposes for which it is processed. Personal data are processed with the aid of IT and/or paper tools and in such a way as to guarantee their security and to protect the utmost confidentiality of the data subject in any case. Specific security measures are observed to prevent data loss, illegal or incorrect use and unauthorised access in full compliance with Article 32 of the GDPR.

Categories of individuals to whom data may be communicated and who can acquire knowledge of possible transfer of personal data outside

The processed data for the above purposes will in any case be accessible to the employees and collaborators assigned to the competent offices of the University, which are authorised to the processing pursuant to Article 29 of the GDPR. The service provider, freely made available to Schools and Universities, is Google Suite for Education, appointed as personal data controller, pursuant to Article 28 of the Regulation (EU) 2016/679 through a dedicated platform (<https://support.google.com/a/answer/2888485?hl=it>). The processed data will also be accessible to physical or legal persons providing consultancy or service activities to the University, who have also been appointed as data processors, pursuant to Article 28 of the GDPR. The requested data may also be subject to dissemination as they are published on the UniCamillus website for orientation, promotion and communication purposes.

Data retention period

Without prejudice to any legal obligation and the possible establishment of contentious and/or pre-contentious procedures, data shall be retained by UniCamillus, in accordance with the principles set out in Article 5 of the GDPR, for a period of time not exceeding the achievement of the purposes and with specific regard to the principle of retention limitation. The email service is granted to assignees for as long as their user status remains active, as defined in Article 2 of the aforementioned University Regulation; the email account is therefore deactivated immediately on the end of the employment or collaboration relationship or at the end of the study cycle, except in cases of suspension and/or extension governed by the Regulation itself.

Transfer of personal data

Under no circumstances does UniCamillus University transfer personal data to third countries or international organisations. Responsibility for the platform currently in use rests with Gordon Ireland Limited, based at Gordon House, Barrow Street, Dublin 4, Ireland and therefore personal data will be processed within the European Union and retained on servers located within the European Union. Under no circumstances will your data be transferred outside the European Union. For further information, please consult the following links, which explain the terms of use and the specific security and privacy conditions of the G Suite for Education service: https://edu.google.com/intl/ALL_it/why-google/privacy-security/frequently-asked-questions/

Rights of the interested party

With respect to the provided data, it is possible to assert the rights set out in Articles 15 et seq. of the GDPR at any time, including the right to request access from the data controller and rectification or deletion of personal data or restriction or **objection** to their processing or to data portability (the right to receive your personal data provided to the data processing procedure Owner, in a structured, commonly used and machine-readable format. The data processing procedure Owner also has the right to transmit such data to another data processing procedure Owner, without hindrance from the data processing procedure Owner to whom he/she provided it, if the conditions provided for in Article 20 of the General Data Protection Regulation are met).

These rights may be exercised by submitting a request to the data processing procedure Owner, who can always be contacted at the following e-mail address: info@unicamillus.org. Finally, should you consider that the processing of your personal data is in breach of the GDPR and carried out in relation to what is indicated in this information, you have the right to lodge a complaint with the Personal Data Protection Authority, as provided for in Article 77 of the GDPR, or to take legal action (Article 79 of the GDPR).