INFORMATION ON PERSONAL DATA PROCESSING FOR COUNSELLING SERVICES

This document, pursuant to Article 13 of the EU Regulation 2016/679 containing the *General Data Protection Regulation* (hereinafter also GDPR), concerns your personal data, which Saint Camillus International University of Health Sciences – UniCamillus (hereinafter also "University"), as Data Controller, will process for counselling purposes (hereinafter only "counselling").

Through its counselling service, and in order to prevent student dropouts or study delays, UniCamillus University provides its students with a safe and confidential space for them to talk about their life and to support them with whatever they are experiencing thanks to a group of experts.

If you need this service, online booking is required.

Identity and contact details of the data controller.

The Data Controller is, pursuant to Article 4 GDPR, Saint Camillus International University of Health Sciences – UniCamillus (hereinafter also "UniCamillus", "University"), Via di Sant'Alessandro 8 – 00131 Rome.

Data Protection Officer

UniCamillus has appointed its own personal Data Protection Officer (hereinafter also referred as 'DPO'), who can be reached at dpo@unicamillus.org or by writing to the attention of the Data Protection Officer, in a communication addressed to the Data Controller's Head Office**.**

Purpose and legal basis of the procedure

The data processed is that immediately provided by the interested parties, including during counselling and guidance meetings. This procedure is part of a contract that you are entering into (pursuant to Art. 6(1)(b) GDPR. Data provision is optional but necessary if you wish to make use of this service, and any refusal will make it impossible to use the service.

Categories of data and processing methods

As far as counselling services are concerned, the following data will be processed: personal data (name, surname, place and date of birth, sex and tax identification number); contact data (e-mail address, residence/domicile; telephone number); course of study and CV; interests and personal preferences in relation to specific subject areas; information on personal, family and social distress.

In accordance with the law, processing of your data will be based on the principles of correctness, lawfulness and transparency and the protection of your privacy and rights.

Data processing during counselling is intended as any operation or set of operations carried out with or without the help of automated processes and applied to personal data or sets of personal data that are collected before and during intervention and support interviews. The data controller does not use automated processes aimed at profiling. Data is collected in accordance with the principles of relevance, completeness, and non-excessiveness in relation to the purposes for which they are processed. Data may be processed anonymously for the purpose of carrying out statistical analysis aimed at improving the services offered.

Categories of persons to whom data may be disclosed

Your personal data, within the scope of the described purposes, will be processed exclusively by natural persons expressly authorised by the Data Controller pursuant to and for the purposes of Articles 29 of the GDPR and 2-quaterdecies of Legislative Decree 196/2003 as amended, in connection with the use of the service in question.

Transfer of personal data

Your personal data processed in pursuance of the purposes set out in this notice will be processed by the Controller exclusively within the European Economic Area.

Data retention period

Your data will not be subject to dissemination and will be kept for as long as it is strictly necessary to achieve the purposes of this notice.

Rights of the data subject and right to lodge a complaint with the Personal Data Protection Authority

With respect to the data provided, you may at any time claim the rights set forth in Articles 15 et seq. of the GDPR, including the right to request access, rectification, objection or cancellation of your personal data from the Data Controller. These rights may be exercised by contacting the Data Controller directly, also through the Data Protection Officer, who can be reached at the following e-mail address: dpo@unicamillus.org . Should you consider that the processing of your personal data carried out in connection with this information is in breach of the GDPR, you have the right to lodge a complaint with the Personal Data Protection Authority, as indicated in Article 77 of the GDPR, or to take legal action (Article 79 of the GDPR).

Traduzione curata dal Centro Linguistico di Ateneo in data 14/02/2023.