



Information notice prepared by the University Language Centre in collaboration with the Privacy Office.

Privacy Policy pursuant to Article 13 of Regulation (EU) 2016/679 in relation to the processing of personal data for the event 'VI GIORNATA FEDERICIANA DEL DIALOGO INTERCULTURALE THE SHAPE(S) OF WATER. L'ACQUA PATRIMONIO MATERIALE E IMMATERIALE' (6th Federician Day of Intercultural Dialogue 'THE SHAPE(S) OF WATER. WATER AS MATERIAL AND IMMATERIAL HERITAGE') organised by the University of Naples Federico II.

Some terms have been declined in the masculine form for the sake of simplifying the text or in accordance with the terminology used in regulatory or official documents.

This policy is provided by the University of Naples Federico II in compliance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the 'EU Regulation'). Its purpose is to inform the data subject (incoming Erasmus students, academic staff and third parties) about how their data is processed in the context of the following activities:

Processing activities
The processing of data concerns the activities of the VI FEDERICIAN DAY OF INTERCULTURAL DIALOGUE 'THE SHAPE(S) OF WATER. WATER AS MATERIAL AND IMMATERIAL HERITAGE'.

DATA CONTROLLER

Who is the data controller?

The Data Controller is the University of Naples Federico II, with registered office in Corso Umberto I, no. 40 – 80138 Naples, represented by the Rector *pro tempore* and the Director General *pro tempore*, in accordance with specific regulatory and statutory provisions (hereinafter the '**Data Controller**'). Contact details: **Email:** ateneo@unina.it; **Certified email address:** ateneo@pec.unina.it.

DATA PROTECTION OFFICER (DPO)

Who is the data protection officer?

The University of Naples Federico II, in accordance with Article 37 of the EU Regulation, has appointed a Data Protection Officer (hereinafter referred to as the '**DPO**'), who is responsible, among other things, for supporting the Data Controller, including responding to requests from data subjects. The DPO can be contacted through the following channels: Address: University of Naples Federico II – Via Giulio Cesare Cortese, no. 29 - 80133 Naples; **Email:** rpd@unina.it; **Certified email:** rpd@pec.unina.it.

DATA PROCESSED AND WHETHER PROVISION IS MANDATORY

What data is processed? Is its provision optional or mandatory?

Category	Type
Personal details	First and last name
Employment-related and/or contact details	Personal e-mail address
Other	Handwritten and/or digital signatures
Audio/photo/video data (including via online platforms, e.g. Teams)	Audio
Audio/photo/video data (including via online platforms, e.g. Teams)	Photos



Audio/photo/video data (including via online platforms, e.g. Teams)	Videos
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The provision of personal data as specified in this policy is optional.

PURPOSE OF THE PROCESSING

Why is my data being processed?

The Data Controller will process personal data for the following purposes:

To prepare audio-video, photographic and multimedia materials for use on social media channels and on the University institutional pages as a promotional, educational and informational tool for the activities developed by the University Language Centre (hereinafter referred to as 'CLA').

LEGAL BASES LEGITIMISING PROCESSING

What is the legal basis for the processing of my data?

The legal basis for processing is:

- Consent provided pursuant to Article 6(1)(a) of the EU Regulation;
- The performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller, pursuant to Article 6(1)(e) of the EU Regulation.

METHOD OF PROCESSING

How will my data be processed?

The data collected by the University departments responsible for this task are processed mainly by computer and stored in computerised archives. Computerised processing ensures the security and confidentiality of the data.

Collection and use of personal data are carried out in accordance with the principles of: lawfulness, fairness and transparency; purpose limitation; data minimisation; accuracy; storage limitation; integrity and confidentiality, as set out in Article 5 of the EU Regulation, in order to guarantee security and protect the confidentiality of the data subject. Such data will not be subject to fully automated decision-making or profiling.

For the computerised management of data, the University may use third parties who guarantee the adoption of technical and organisational measures adequate to meet the requirements of the EU Regulation and the protection of the rights of the data subject. These parties will be appointed as Data Processors for individual processing operations pursuant to Article 28 of the EU Regulation.

DATA DISSEMINATION AND COMMUNICATION

Are the data disclosed or communicated to third parties?

Article 4(9) of the EU Regulation defines the recipient of personal data as 'the natural or legal person, public authority, agency or other body to which personal data are disclosed, whether a third party or not'. In order to correctly carry out all processing activities necessary to pursue the purposes set out in this policy, the Data Controller may communicate personal data to:

- Third parties who carry out part of the processing activities and/or activities connected and instrumental to them on behalf of the Data Controller. These parties have been appointed as Data Processors, which, in accordance with Article 4(8) of the EU Regulation, means 'the natural or legal person, public authority, agency or other body which processes personal data on behalf of the Data



Controller’;

- Third parties who carry out processing activities and/or activities connected and instrumental to them as independent Data Controllers;
- Where required by EU provisions, laws or regulations, or to prevent or suppress the commission of a crime, personal data may be disclosed to public authorities and judicial authorities without being considered recipients, pursuant to Article 4(9) of the EU Regulation: ‘[...] public authorities that may receive personal data in the context of a specific investigation in accordance with Union or Member State law shall not be regarded as recipients’.

As part of the processing in question, data will be disseminated, in particular, through social media channels and the CLA institutional website, subject to participants’ consent.

Personal data collected by the Data Controller for the purposes set out in this policy will be processed within the European Economic Area (hereinafter ‘EEA’).

If transfer outside the EEA is necessary, it will be carried out:

- In accordance with Articles 44 and 45 of the EU Regulation, where an adequacy decision has been adopted with respect to the country outside the EEA;
- Where no such adequacy decision exists, transfer will be carried out in accordance with Article 46 of the EU Regulation.

DATA RETENTION PERIOD

How long will my data be stored?

The Data Controller will store collected data for a period of five years in the University computer archives, also to maintain a historical record of University events and activities and for any periodic historical publications, as well as on the institutional website and CLA social media channels.

In any case, data will be stored for the time necessary to comply with legal obligations.

RIGHTS OF THE DATA SUBJECT

What are the rights of the data subject?

The data subject has the right to request from the Data Protection Officer or the Data Controller:

- **Access** to their personal data and all information (Article 15 of the EU Regulation);
- **Rectification** of inaccurate personal data and integration of incomplete data (Article 16 of the EU Regulation);
- **Erasure** of personal data concerning them without undue delay, if the grounds in Article 17(1) of the EU Regulation apply, provided that processing is not necessary in accordance with Article 17(3) of the EU Regulation (right to erasure or “right to be forgotten”);
- **Restriction** of processing where the conditions in Article 18 of the EU Regulation apply;
- **Objection** at any time, on grounds relating to their particular situation, to processing pursuant to Article 6(1)(e), including profiling. The data controller shall refrain from further processing unless they demonstrate that compelling legitimate grounds override the interests, rights and freedoms of the data subject, or for the establishment, exercise or defence of legal claims (Article 21 of the EU Regulation);
- **Withdrawal** of any consent given for non-mandatory data processing, without prejudice to the lawfulness of processing based on consent given prior to withdrawal;
- **Data portability**, where the conditions set out in Article 20 of the EU Regulation are met.



To exercise their rights, data subjects may contact:

- Data Controller: Email: ateneo@unina.it Certified email: ateneo@pec.unina.it
- University Data Protection Officer (DPO): Email: rpd@unina.it Certified email: rpd@pec.unina.it.

The deadline for responding, even in the event of refusal, is one month, extendable to three months in particularly complex cases (Article 12(3) of the EU Regulation).

Data subjects also have the right to lodge a complaint with the Data Protection Authority if they believe that the processing of their personal data does not comply with the applicable provisions, pursuant to Article 77 of the EU Regulation, and to take appropriate legal action to appeal, pursuant to Article 79 of the EU Regulation.

15 October 2025