



POLICY ON THE PROCESSING OF PERSONAL DATA ACCORDING TO ART. 13 OF GDPR

We hereby inform you that you qualify as "Data subject" according to art. 13 of the UE Regulation 679/2016 (General Data Protection Regulation) concerning the personal data that the University of Udine, based in via Palladio 8, 33100 Udine (UD), acquires as Data Controller in relation to the use of the University's guest house service.

Data controller: The Data controller is the University of Udine, with legal residence in Udine, via Palladio n.8, in the person of the Chancellor – CEM: amce@postacert.uniud.it – e-mail: datipersonali@uniud.it

Data Protection Officer contact details: The DPO of the University of Udine can be contacted at this e-mail address: rpd@uniud.it

Type of personal data processed:

The Administration will process the following data:

- Identification data: name, surname, fiscal code, address, e-mail, phone number
- Data related to accommodation: date of arrival/departure, purpose of the visit, potential accompanying person
- Payment data (in case of paying guest)

Purpose and legal basis of the processing

Purpose of the processing	Legal basis (art. 6 GDPR)
Management of bookings and accommodation at the University Guesthouse	Contract and pre-contractual measures according to ex. 6, para. 1, letr. b) of the GDPR
Compliance with legal obligations, including reporting to the police headquarters	Legal obligation according to art. 6, para. 1, letr. c) of the GDPR
Administrative and accounting management of the service	Performance of a task carried out in the public interest according to ex. Art 6, para. 1, letr. e) of the GDPR

Data access is reserved only to the authorized Administration personnel.

Processing methods:

Data processing is carried out electronically.

Recipients of personal data

The recipients of the personal data that you will provide will be the Data Controller and the authorized categories of people listed below:

- Police headquarters

Data transfer abroad

The data will not be transferred abroad

Data retention period:

The data will be kept for the duration of the stay and subsequently for a time period not exceeding the limitation periods provided for by law.

Data subject rights:

The term 'data subject' refers to any natural person who uses the guesthouse accommodation service. The data subject is entitled to the rights set out in Art. 15 et seq. of the EU Regulation. In particular, the data subject has:

- a) the right to obtain, at any time, confirmation as to whether or not personal data concerning him/her are being processed;
- b) the right to access their personal data in order to know: the purpose of the processing, the category of data processed, the recipients or categories of recipients to whom the data have been or will be disclosed, the storage period of the data or the criteria used to determine that period;
- c) the right to request, and where applicable obtain, rectification and, where possible, erasure or restriction of processing, and finally, the right to object, on legitimate grounds, to their processing;
- d) the right to data portability, which shall be applied within the limits set out in art. 20 of the EU Regulation. If, in the event of exercising the right of access and related rights, the response to the request is not received within the legal deadline and/or is unsatisfactory, the data subject may assert their rights before the judicial authority or by contacting the Data Protection Authority through a specific appeal, complaint or report.

Procedures for the exercise of the rights

To exercise the above rights, you may contact the Data Controller at the following email address:

datipersonali@uniud.it

Please note that according to art. 14, clause 3 of the GDPR, the Data Controller shall provide the information referred to in paragraphs 1 and 2 of art. of the GDPR:

- a) within a reasonable time of obtaining the personal data, but at the latest within one month, taking into account the specific circumstances in which the personal data are processed;
- b) if the personal data are intended for communication to the data subject, at the latest at the time of the first communication to the data subject; or
- c) if communication to another recipient is envisaged, no later than the first communication of the personal data.

Provision of data: the provision of data is mandatory in order to use the service; therefore, failure to provide such data will make it impossible to access the guest house.