**It is fair to point out that the below information sheet has been created for example purpose and must be adapted according to the specific project and activities**

INFORMATION ON THE PROCESSING OF PERSONAL DATA OF USERS WHO INTEND TO USE THE NEWSLETTER SERVICE OF THE XX Project

Dear Sir/Madam,

we wish to inform you that the general regulation on the protection of personal data (Regulation (EU) 2016/679, hereafter “GDPR”) provides for the protection of individuals (the “data subjects”) with regard to the processing of personal data as a fundamental right. According to the GDPR, the processing of personal data must be based on principles of correctness, lawfulness and transparency and the protection of your privacy and your rights.

1. DATA CONTROLLER

The Data Controller of the personal data you provide is the University of Macerata, based in Macerata, via Crescimbeni nn. 30-32, in the person of the Rector as legal representative.

You can contact the Data Controller at the above address or by sending an e-mail to urp@unimc.it or to the pec address: ateneo@pec.unimc.it

2. DATA PROTECTION OFFICER

The Data Protection Officer is appointed at the Data Controller, according to Article 37 of the GDPR. The Data Protection Officer can be contacted at the following email address: dpo@unimc.it

3. PURPOSE AND METHODOLOGY OF DATA PROCESSING

The data you provided upon registration are collected and used within the limits established by law and regulations and processed for institutional purposes.

In particular, the above data will be collected and processed for the pursuit of sending to the data subject communications concerning project activities.

It should be noted that the above mentioned data will be processed with or without the aid of electronic tools; in the latter case, the computer systems are equipped, in accordance with Chapter IV of the GDPR, with security measures to prevent the loss of data, illicit or incorrect use and unauthorized access.

4. RECIPIENTS OF DATA AND POSSIBLE TRANSFER OF DATA

The data processed for the aforementioned purposes will be communicated or will in any case be accessible to the UNIMC staff involved in the project implementation and to the employees and collaborators assigned to the competent offices of the University of Macerata, who, in their capacity as contact persons for the protection of data and / or system administrators and / or persons in charge of data processing, will be adequately instructed by the Data Controller for this purpose.

The processing of your personal data by the University structures and employees takes place exclusively for institutional purposes and in line with the relevant legislative and regulatory provisions and in any case adopting security measures and other technical and organisational measures to protect your rights.

The management and storage of personal data collected by the University of Macerata takes place on servers located within the University and / or on external servers of suppliers of certain services necessary for the technical-administrative management. These suppliers, for the sole purpose of providing requested, may become aware of the personal data of the interested parties and in these cases they will be duly appointed as Data Processors in accordance with Article 28 of the GDPR.

The collected data will not be transferred to non-EU countries.

5. PROVISION OF DATA

The provision of personal data is not mandatory; however, it is necessary to use the service linked to the newsletter. Subscription to the newsletter is therefore voluntary and requires active behaviour of the interested party (registration).

6. DATA RETENTION PERIOD

The personal data relating to the newsletter are kept as long as the data subject remains registered and deleted 6 months after cancellation or closing of the newsletter.

7. RIGHTS OF THE INTERESTED PARTY, METHOD OF EXERCISE AND CLAIM

In your capacity as data subject, you have the right to request from the University of Macerata, as Data Controller, according to articles 15, 16, 17, 18, 19 and 21 of the GDPR:

• access to your personal data and all information referred to in Article 15 of the GDPR;

• the correction of inaccurate personal data and the integration of incomplete ones;

• the cancellation of your data, except for those contained in documents that must be kept by the University and unless there is a legitimate overriding reason to proceed with the processing;

• the limitation of processing in the cases referred to in Article 18 of the GDPR.

You also have the right:

• to oppose the processing of your personal data, without prejudice to the provisions regarding the necessity and obligation of data processing in order to use the services offered;

• to revoke any consent given for non-mandatory processing of data, without thereby compromising the lawfulness of the processing based on the consent given before the revocation.

You can exercise all the above rights by sending an e-mail to the Data Protection Officer at the following e-mail address dpo@unimc.it

In your capacity as data subject, you also have the right to lodge a complaint with the Authority for the Protection of Personal Data pursuant to Article 77 of the GDPR.