**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 SHEET ON DATA PROTECTION RELATING TO THE USE OF IMAGES AND CESSION THE RELATED RIGHTS ON PHOTOS AND AUDIO-VIDEO RECORDINGS

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

Personal data (images, photos and audio-video recordings) will be processed for communication activities, institutional campaigns, editorial initiatives concerning the presentation of xx, for publications both on paper and on the institutional website, also for a specific historical purpose, in the institutional social channels (Facebook, Twitter, Instagram, Youtube, etc ...) and in all the official communication channels of the University. The installation and use of the images are considered services free of charge.

The University undertakes not to make any use of the images that could be detrimental to the dignity, reputation or decorum of the person concerned.

4. RECIPIENTS OF DATA AND POSSIBLE TRANSFER OF DATA

Personal data (images, photos and audio-video footage) acquired for the aforementioned purposes may be used by employees and collaborators of the University only and exclusively for institutional purposes.

Personal data may also be transmitted to subjects who process the data acquired in execution of specific contracts and who will be appointed for this purpose as Data Processors to carried out data processing according to the instructions given by the Data Controller and in compliance with the provisions of the law.

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.

In any case, the Controller and the Processor will adopt 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.

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

5. DATA RETENTION PERIOD

The data collected will be stored in the university archives to have a historical memory of institutional events and activities and, if necessary, for any periodic historical publications. The storage will be carried out for a period of time not exceeding the achievement of the purposes for which they are processed and / or for the time necessary for legal obligations. The verification of the obsolescence of the data stored in relation to the purposes for which they were collected is carried out periodically.

6. THE RIGHTS OF THE DATA SUBJECTS (REVOCATION, ACCESS, RECTIFICATION, CANCELLATION, LIMITATION, OPPOSITION, PORTABILITY, 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.

FOR RECEIPT OF COMMUNICATION IF THE DATA SUBJECT IS AN ADULT

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare as follows:

* I have read this information sheet;
* I authorize the University of Macerata to process my personal data;
* I grant University of Macerata the economic rights to use my image within the limits and exclusively for the purposes described above. I shall receive no remuneration for such use.

Place and date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature for granted consent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR RECEIPT OF COMMUNICATION IF THE DATA SUBJECT IS A MINOR (in this case, in addition to the below receipt it is necessary to inform the minor and take into consideration his/her eventual refuse to be involved)

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I have read this information sheet and I authorize the University of Macerata to process the personal data of the minors listed below (in number of \_\_\_\_) for which I am legally responsible: (name and surname of minors)

- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature for consent given \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_