**To the Rector**

**of the Libera Università di**

**Lingue e Comunicazione IULM**

**Via Carlo Bo, 1**

**20143 Milan**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

born in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Province \_\_\_\_\_)

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resident in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Province \_\_\_\_\_)

address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_ postal code \_\_\_\_\_\_\_\_\_\_\_

tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

nationality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, tax code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Policy for the processing of personal data collected from the person concerned***

***pursuant to art. 13 of EU Reg. 2016/679 - GDPR***

**1. DATA PROCESSORS**

The DATA **CONTROLLER** pursuant to articles 4 and 24 of EU Reg. 2016/679 is the **Libera Università di Lingue e Comunicazione IULM**, whose headquarters are located in Via Carlo Bo, 1 ‐ 20143 Milan, in the person of its pro‐tempore legal representative.

The University, in accordance with art. 37‐39 Reg. EU 2016/679, appointed the **Data Protection Officer**, who can be contacted at the following e-mail address: [dpo.iulm@dpoprofessionalservice.it](mailto:dpo.iulm@dpoprofessionalservice.it).

**2. DATA PROCESSED**

Personal and contact data, listed in this document, have already been provided for at the time of registration to the Libera Università di Lingue e Comunicazione IULM, referred to as Data Controller. In order to allow the interview to take place remotely, the relevant images and the voice of the candidates will be part of the treatment, using the candidate’s webcam. Under no circumstances, images and voices will not be recorded nor broadcast. The candidate will be required to show his/her ID for the sole purpose of allowing the University to recognise him/her.

**3. PURPOSE AND LAWFULNESS OF THE TREATMENT**

Personal data shall be processed lawfully, in compliance with the *provisions of art. 6, paragraph 1, letter b)* of EU Reg. 2016/679 for the following purposes:

* online interview;
* recognition process of the candidate;
* administrative management of the requests for participation and of the selection process;
* publication on the University portal of the merit-based ranking list, once the procedure has been completed.

**4. DATA RECIPIENTS OR RECIPIENT CATEGORIES**

The supplied personal data may be transferred to the following recipients:

* **Microsoft Corporation**, independent Data Controller, providing the platform **Teams** to allow the meeting between the candidate and the University (policy available at: <https://privacy.microsoft.com/it-IT/privacystatement#mainnoticetoendusersmodule>).

Likewise, the supplied data may be transferred to the following recipients:

* subjects providing services for the management of the information system and communication networks of the Libera Università di Lingue e Comunicazione IULM (IULM e-mails and web platform included);
* internal structures of the University in charge of managing the selection procedures.

Subjects belonging to the above-mentioned categories shall become the data processors pursuant to art. 29 of Reg. EU 2016/679, or shall operate in a completely autonomous way, as Data Controllers in their own right. The list of designated Data Processors is constantly updated and is available at the main office of the **Libera Università di Lingue e Comunicazione IULM**.

**5. DATA TRANSFER TO THIRD COUNTRIES AND/OR INTERNATIONAL ORGANISATIONS**

Personal data will not be transferred abroad within or outside the European Union.

**6. STORAGE PERIOD OR CRITERIA**

Data shall be processed automatically and/or manually, in a manner and with tools that ensure maximum security and confidentiality, by specifically appointed subjects.

Being these data already provided for at the time of registration or enrolment, these will be stored indefinitely with reference to art. 14, Decree of Ministry of Education, University and Research, No. 45 of 8 February 2013 (Official Gazette No. 104 of 5 June 2013).

Provided that the interview will take place online, under no circumstances shall the images and voices of candidates be recorded, stored by the University, nor broadcast.

**7. PROVISION AND REFUSAL OF PERSONAL DATA**

The provision of personal data for the purposes indicated in 3. of this information document is **necessary** in order to manage the activities concerning the selection described above. **Failure to provide personal data will make it impossible to provide the requested services for the purposes indicated in 3. of this information document.**

**8. RIGHTS OF THE DATA SUBJECT**

You shall be able to exercise your rights under articles 15, 16, 17, 18, 19, 20, 21 and 22 of EU Regulation 2016/679, by writing to the Data Controller, the Data Processor or the Data Protection Officer at the following address: [privacy@iulm.it](mailto:privacy@iulm.it)

You shall have the right to obtain, at any moment, from the Controller, access to your personal data, and their rectification.

Without prejudice for any other administrative and jurisdictional recourse, if you believe that the processing of your personal data violates the provisions of EU Reg. 2016/679, you have the right, pursuant to art. 15 letter f) of said EU Reg. 2016/679, to lodge a complaint with the Data Protection Authority and, pursuant to art. 6, paragraph 1, letter a) and to art. 9, paragraph 2, letter a), to revoke your consent to the processing at any time.

In case of a request for data portability, the Data Controller shall provide your personal data to you in a structured, commonly used and machine‐readable format, without prejudice for the provisions of paragraphs 3 and 4 of art. 20 of EU Reg. 2016/679.

**I HEREBY REQUIRE**

to take part in the selection procedure for the awarding of one part-time contract as part of the *PEER-TO-PEER TUTORING PROJECT reserved for students enrolled on the 2nd year of the Bachelor’s degree course in Corporate Communication and Public Relations (English Curriculum) for the academic year 2022/2023.*

To this end, being aware that, according to art. 76 of Presidential Decree 445/2000, false declarations and falsity in documents are punished according to the Penal Code, I declare:

* to be enrolled on the 2nd year of the Bachelor’s degree course in *Corporate Communication and Public Relations (English curriculum)* for the academic year 2022/2023

Date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

HEREBY ENCLOSED:

* + *curriculum vitae*;
  + copy of valid ID.