

## POLICY ON PERSONAL DATA PROCESSING

### [Art.13 of EU Regulation 2016/679 - General Data Protection regulation]

This policy is provided pursuant to art. 13 of EU Regulation 2016/679 (General Regulation on Data Protection, "EU Regulation"), in relation to personal data of which the University of Padua (the "University"), in its capacity as Data Controller, acquires during activity of scientific research developed within the course of "Social Political Research Method" under the "SPRM qualitative exercise" as part of the activity of the – Department of Political, Juridical and International Sciences (SPGI) of the University of Padua.

Personal data is processed fairly, lawfully and transparently, as well as in a manner that safeguards the privacy and rights of all data subjects, as per what specified below.

**TITLE:** "SPRM qualitative exercise"

**DATA CONTROLLER:** *Department of Political, Juridical and International Sciences (SPGI) - University of Padua via del Santo n. 28, Padova, +39 049 827 4202 [dipartimento.spgi@unipd.it](mailto:dipartimento.spgi@unipd.it).*

**SCIENTIFIC COORDINATOR:** *Prof. Matteo Bassoli ([matteo.bassoli@unipd.it](mailto:matteo.bassoli@unipd.it))*

#### PRIVACY INFORMATION:

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#### Data protection officer

The Data Controller has its own Data-protection officer, who is appointed pursuant to Article 37 of the EU Regulation. The Data-protection officer may be contacted at [privacy@unipd.it](mailto:privacy@unipd.it)

#### Sources and types of data

The personal data provided directly by the interested party can be:

- a) Common data. Personal data, identification and contact data (e-mail, telephone contacts);
- b) Sensitive data. Data relating to gender, ethnic group, religious beliefs, sexual orientation, political opinions, health status;

c) Data relating to preferences. Opinions relating to specific topics such as politics, migration, the use of technology;

d) Other data. Data relating to the use of technology, lifestyle habits, specific experiences of racism, homophobia, or misogyny, other life episodes.

### **Purposes for data processing**

Data is processed exclusively for carrying out all the activities related to the institutional, dissemination and public interest activities of the University. In particular, data is processed for the research purposes connected with the “*SPRM qualitative exercise*”.

The following are the specific research objectives:

- 1) Allow students of the degree program to carry out semi-structured interviews.
- 2) Allowing to transcribe and analyse original primary sources, with respect to a personal research question.
- 3) Develop the analysed content by identifying abstract types and ideal types.
- 4) Contribute to the collection of empirical material for future investigations such as thesis.

### **How data is processed**

The data is collected through semi-structured interviews with interested parties carried out by students. The University takes appropriate organizational and technical measures to protect the personal data in its possession, through appropriate security measures to ensure the confidentiality and security of personal data, in particular against loss, theft, and unauthorized use, disclosure or modification of personal data.

The Data Controller does not resort to automated decision-making processes relating to the rights of the data subject on the basis of personal data, including profiling, in compliance with the safeguards provided for in art. 22 of the EU Regulation.

The data will be collected through recording (or video-recording in case of video-conference). The processing of data is carried out in such a way as to guarantee maximum security and confidentiality and can be implemented using manual, IT and online tools suitable for storing, managing and transmitting them. The personal data collected are processed by NVIVO, an application installed by the university technicians on the institutional pc protected by a password and assigned to the course manager. The transcribed interviews are shared with students through the university's sharing system based on the Google Drive suite, protected by the passwords of the individual student and instructor.

The data gathered during the interviewees will not be disseminated. In the event that the interview or parts of it should prove to be of particular interest, such as to justify its dissemination for the purpose of disseminating the results of the study, it will be published without any identification reference of the interested party, with indication only of the role covered by the interviewed, in order to guarantee anonymity.

### **Legal basis of the processing and type of provision**

Legal basis of the processing is the execution of public interest tasks of research, teaching and the so-called “third mission”, of the University as defined by law, by the Statute and by internal regulations (pursuant to art. 6, par. 1, lett. f) of EU Regulation).

For special categories of personal data the legal basis of the processing is based on your explicit consent (pursuant to art. 9, par. 2, lett. a) of the EU Regulation).

Since participation in the research is on a voluntary basis you are not formally obliged to provide data. On the other hand, if you wish to participate in the research, the processing of your personal data is indispensable; if you refuse to provide such data, you will not be able to take part in the research.

### **Audio and images**

By participating in "SPRM qualitative exercise", the participant expressly authorizes the University of Padova and the Department of Political, Juridical and International Sciences (SPGI) to use the audio (or video in the case of video-interviews) recorded during their own participation in the interviews "SPRM qualitative exercise", on the university computers. By signing the release, the participant grants all rights to use the audio as described above. This transfer is expressly intended free of charge.

### **Data recipients**

The data may be communicated, exclusively for the purposes indicated in point 3, to University staff, students involved in the research and to collaborators, including self-employed ones, who provide support for the implementation and management of the activities envisaged by the research project.

The collected data are not normally transferred to countries outside the European Union. In any case, the University ensures compliance with the safety rules for the protection of the privacy of the data subjects.

### **Data storage**

Personal data are therefore kept for the entire period necessary to achieve the research purposes indicated in point 3. Personal data may be kept even beyond the period necessary to achieve the purposes for which they were collected or subsequently processed, in compliance to art. 5, § 1 lett. e) of the EU Regulation.

### **Rights of the data subject**

The following rights are granted to the data subject:

- a) right to access their personal data (art. 15 of the EU Regulation);
- b) right to amend or complete their data (art. 16 of the EU Regulation);
- c) right of cancellation (right to be forgotten), pursuant to art. 17 of the EU Regulation;
- d) right to limit data processing under the conditions set out in Article 18 of the EU Regulation;
- e) right to data portability, as provided for by art. 20 of the EU Regulation;
- f) right to object to the processing of their data in any moment (art. 21 of the EU Regulation);
- g) right to lodge a complaint with Italy's supervisory watchdog (Garante per la protezione dei dati personali).

The interested party can withdraw consent to the processing of their personal data at any time.

Any withdrawal of consent by the interested parties does not invalidate the legal basis for the processing of personal data collected for the research purposes indicated in point 3. In this case, no further personal data of the interested party will be collected, without prejudice to use of any data already collected to determine, without altering them, the results of the research or those that, originally or following processing, are not attributable to an identified or identifiable person.

### **Exercising one's rights**

In order to exercise their rights, the data subject may contact the Data Controller by writing to this certified e-mail address [amministrazione.centrale@pec.unipd.it](mailto:amministrazione.centrale@pec.unipd.it) or to the following e-mail address: [dipartimento.spgi@unipd.it](mailto:dipartimento.spgi@unipd.it), [urp@unipd.it](mailto:urp@unipd.it). Alternatively, the data subject may write to: University of Padova, via VIII Febbraio 2, Padova.

The Controller shall respond within one month of the request, although this may be extended by up to three months should the request be particularly complicated.

### **Changes to the policy**

Any amendments and additions to this policy are published in the privacy section of the department website at

## DISCLAIMERS

I, the undersigned \_\_\_\_\_, born in \_\_\_\_\_ (\_\_\_\_),  
on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_, resident in \_\_\_\_\_ (\_\_\_\_),  
address: \_\_\_\_\_ n ° \_\_\_\_ ZIP code \_\_\_\_\_,  
e-mail: \_\_\_\_\_ Tel: \_\_\_\_\_

as part of the participation in the survey developed in the "Social Political Research Method" course called "SPRM qualitative exercise" of the Department of Political Sciences, Law and International Studies,

### I NOTICE

that the use, including the preservation of audio-video recordings takes place:

- a) completely free of charge;
- b) for the purposes and in the manner specified in the attached privacy policy in accordance with art. 13 of the 2016/679 EU Regulation;
- c) respecting the honour, reputation and decorum of the people portrayed;
- d) without the responsibility of the University in case of incorrect use by third parties of the published data;

### I NOTICE

the University of Padova - Department of Political Sciences, Law and International Studies, pursuant to Article 96 and 97 of Law 633/1941 (copyright law), as well as Article 10 of the Civil Code, to

- record the statements made, speeches, reports, dissertations and related supporting material in the context of the interview using computerized, photographic and phonographic means;
- reproduce the aforementioned audio-visual recordings on any technical and multimedia support and disseminate them within the limits set by the information;

### I DECLARE

that the authorization to make the recordings and subsequent reproductions and dissemination of the same is granted free of charge.

Place and date \_\_\_\_\_ Signature \_\_\_\_\_

I GIVE MY CONSENT

I DO NOT EXPRESS CONSENT

to the processing of my particular personal data for the purposes and methods specified in the attached privacy policy.

Place and date \_\_\_\_\_ Signature \_\_\_\_\_