

CONFIDENTIAL COUNSELLOR INFORMATION NOTICE

Privacy notice pursuant to Article 13 and, where applicable, Article 14 of Regulation (EU) 2016/679 (General Data Protection Regulation, hereinafter "GDPR") and Italian Legislative Decree No. 196/2003, as subsequently amended.

DATA CONTROLLER - The Data Controller is Prof. Serena Stacca, in her capacity as Confidential Counsellor of the IMT School for Advanced Studies Lucca, who may be contacted at consiglieradifiducia@imtlucca.it. The processing of personal data carried out by Prof. Stacca is based on the principles provided by Art. 5 of Regulation (EU) 2016/679.

DATA PROTECTION OFFICER - Where necessary, the Confidential Counsellor may seek the support of the School's Data Protection Officer (DPO), Dr. Giulio Bolzonetti. The DPO's contact details are: email: dpo@imtlucca.it; certified email (PEC): imtlucca@postecert.it.

CATEGORIES OF PERSONAL DATA, PURPOSES AND LEGAL BASIS OF THE PROCESSING - Personal data (identification and contact details, data relating to your employment, collaboration or study relationship, information contained in the request and in the documents collected, statements made by the persons involved, data relating to activities carried out within the School and, where necessary, special categories of personal data or personal data relating to criminal convictions and offences), the provision of which does not derive from a regulatory obligation but exclusively from the consent provided, will be processed under Art 6(1)(a) of the Regulation, only to handle the request, provide listening, assistance and counselling services, assess the case and, subject to specific authorisation, take the agreed actions. The provision of personal data is voluntary for the above-mentioned purposes, but necessary to handle the request.

CATEGORIES OF RECIPIENTS AND POTENTIAL TRANSFERRING OF DATA - Processed data can be accessed by employees and collaborators of the competent School Offices, the Central Guarantee Committee, disciplinary bodies and other institutional parties called upon to intervene depending on the nature of the case. These persons will be duly authorised and instructed on security and confidentiality, as will external parties processing data on behalf of the School, appointed, where necessary, as Data Processors pursuant to Art. 28 of the GDPR. The data may also be disclosed to public administrations, authorities and other public or private parties where necessary to comply with legal obligations or to pursue the purposes indicated above. The data will not be disseminated, except where provided for by applicable law. The data will not be transferred to countries outside the European Economic Area or to international organisations unless such transfer becomes necessary. In that event, the transfer will be carried out in compliance with Chapter V of the GDPR, on the basis of an adequacy decision, appropriate safeguards or, in residual cases, the derogations under Article 49.

PROCESSING METHOD AND PERSONAL DATA RETENTION TIME - Personal data will be processed using digital and/or paper-based means and appropriate technical and organisational measures will be adopted to ensure its security and confidentiality. Data will be stored for the time necessary to carry out the purposes for which they were collected, in accordance with the retention time provided for by current regulations, or in any case, until consent is withdrawn.

RIGHTS OF THE DATA SUBJECT AND EXERCISE OF THE SAME - The interested party has the right to withdraw consent for processing of their personal data at any time by sending an email to consiglieradifiducia@imtlucca.it. The withdrawal of consent does not affect the lawfulness of the processing based on the consent provided before the withdrawal. The interested party is entitled to exercise the rights indicated in sections 2, 3, and 4 of Chapter III of the GDPR, where applicable to the specific treatment. The interested party has the right to file a complaint with the Data Protection Authority if they believe that the processing of their personal data violates EU Regulation 2016/679, under the terms and conditions of Art. 77 of said Regulation.

CONSENT TO THE PROCESSING OF PERSONAL DATA

I, the undersigned _____ born in _____ on ____/____/____
residing in _____ at _____ no. _____
telephone: _____ email: _____

having read the information notice pursuant to Articles 13 and 14 of the GDPR concerning the processing of personal data prepared by the Confidential Counsellor of the IMT School for Advanced Studies Lucca and relating to the assistance and counselling service concerning reports of discrimination, harassment and workplace bullying in work and study environments

I HEREBY AUTHORISE

pursuant to Articles 7 et seq. of the GDPR, by signing this form, the processing of my personal data in accordance with the methods and within the limits set out in the attached privacy notice.

Place and date

Signature of the declarant
