

PERSONAL DATA TREATMENT BRIEF - WEB

Dear Visitor,

following the enactment of Legislative Decree no. 196/03, EIUC (European Inter-University Centre for Human Rights and Democratisation) with head office in Riviera San Nicolò, 26 Lido di Venezia (VE), “data controller”, is obliged to provide certain information concerning the use of personal data.

Preliminary information

The information systems and the software procedures in charge of the operation of this website acquire, during normal activities, some personal data that are implicitly transmitted when using Internet communication protocols.

This information is not collected for being connected to the identified persons concerned, but their nature may allow to identify the users by processing and combining it with data held by third parties.

This category of data includes IP addresses or the domain names of the computers of the users connecting to the website, the URI (Uniform Resource Identifier) addresses of the requested resources, the time of the request, the method used when submitting the request to the server, the size of the file obtained in reply, the number code indicating the state of the reply given by the server (successful, error, etc.) and other parameters relevant to the user's operating system and information environment.

These data items are used only to get anonymous statistical information about the use of the site and to check its correct operation. Data could be used to ascertain responsibilities in case of hypothetical computer crimes affecting the site.

Cookies

When a visitor accesses our website, one of our cookies is activated and temporarily stored on the visitor's computer. This allows our website to recognize that computer every time it connects to the site. The type of information we collect through cookies relates to the computer that connects to the site and includes its IP (Internet protocol) address, the date and time of access and areas visited within our site. This information is collected for statistical purposes and to send visitors information of interest on our services. The data items collected also make it easier for the visitor to navigate our website.

Most Internet browsers are configured to automatically accept these cookies. However, visitors can configure their own browser in such a way as to be advised that they are going to receive cookies and refuse them if they want. Please note that, in this last case, the accessibility to certain areas and services of/on our website can be limited or delayed.

Copyright on website content

All documents, images, trademarks and other published and reproduced material on the www.eiuc.org website are the property of EIUC or have been given permission of use by third parties, and their public reproduction is prohibited. No responsibility is assumed in relation to the published content or to any use by third parties and to the possible consequential viruses resulting from access, interconnection and downloading of material.

Third party websites

This privacy information is only valid for the www.eiuc.org website. EIUC cannot be held responsible for the privacy procedures that apply to other websites operated by third parties, which are accessible via links on the site. In order to protect our users' privacy the company recommends reviewing the privacy information applicable to the websites of those third parties to determine how they use the acquired data.

If you use the www.eiuc.org website, you accept the terms and conditions of this privacy information. If you do not agree to the terms and conditions set forth in this information, please do not use the site.

Sending emails, optionally, explicitly and voluntarily, to the addresses listed on the site www.eiuc.org involves the acquisition of the sender's email address, necessary to respond to requests, as well as other personal data included in the email and in its attachments.

Data provided voluntarily by user visitors

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Monastery of San Nicolò | Riviera San Nicolò 26 30126 Venezia – Lido (Italy)

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www.eiuc.org

Sending personal information, optionally, explicitly and voluntarily, to access certain services or to make inquiries to the addresses listed on this site involves the acquisition of the sender's email address, necessary to respond to such enquiries, and any other personal data included in the message.

Pursuant to section 5, paragraph 5 bis, of Legislative Decree no. 196/2003 (as amended by Law Decree no. 70/2011, section 6, paragraph 2, no. 2), in case a CV is sent voluntarily by a data subject, the data controller will only be required to provide the data subject with the personal data information when first contacting him/her. However, in EIUC's opinion, it is important to inform users about the data treatment methods beforehand by publishing this policy in order to meet the minimum legal requirements as well as those set forth in the *Testo Unico Privacy* (Consolidated Text on Privacy).

Email information

Any information contained in the emails sent by EIUC, including any attachments thereto, is confidential and may be lawfully reserved. It is intended for the exclusive use by the recipient and any disclosure, copy, distribution or reference is forbidden and may be considered as illegal.

If you receive an email from EIUC by mistake, the sender must be promptly informed and the email destroyed, including any attachments thereto.

Transmission by email cannot be considered as safe or free from mistakes, because the information contained therein may be intercepted, damaged, lost, destroyed, delayed or incomplete, or even contain viruses. Therefore, EIUC will not be held responsible for any mistakes or omissions in the emails. Should a formal examination of the contents of the emails sent by EIUC become necessary, the recipient is kindly requested to ask for a paper copy thereof.

If you do not wish to receive any more emails from EIUC, you can ask for the cancellation of your personal data by sending an email to the following address: privacy@eiuc.org or by fax at +39 041 2720914.

Source of data and treatment purposes

The personal data in our possession are collected directly by individual clients/users and/or their collaborators, or in the forms specified in the websites managed by the Data Controller.

The personal data are treated for the purposes of EIUC's daily activities:

- 1) For any objectives connected to the management of current and future business and commercial relations.
- 2) For any objectives connected to obligations under any statutes, regulations and EU legislation, and related to provisions given by authorities legally empowered to do so and by regulatory and supervisory authorities.
- 3) For any objectives connected to our activities for which you may give or withhold your consent, i.e. for educational, logistical, managerial, operative, statistical and commercial purposes.

Some of this information is collected by way of cookies, i.e. strings of data which are stored from a website on your computer and sent from the browser to the site every time you access that site. Most websites use cookies because they are a sort of label which allows the site to "recognize" a browser when it comes back.

Data treatment, except for sensitive data included in CVs, will not concern personal data considered as "sensitive", i.e. which could reveal health state, sex life and religious choices (as defined in section 4, letter d, of Legislative Decree 196/2003).

Data treatment methods

Data will be treated using instruments suitable for guaranteeing security and confidentiality and may be carried out by way of manual and automated instruments (both IT and telematic) suitable for memorising, managing and transmitting such data.

We inform you that your personal data will be treated in compliance with Legislative Decree 196/03, which provides, inter alia, that such data are:

- treated in a lawful and correct manner;
- collected and registered for established, explicit and legitimate purposes;
- precise and, if necessary, revised;
- pertinent, complete and do not exceed that necessary for the purposes of treatment;
- kept in a form which permits identification of the data subject for no longer than is necessary for the purposes for which the data were collected or subsequently processed.

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The data collected can only be accessed by the staff in charge of their treatment, in compliance with the *Disciplinare Tecnico* (Technical Specifications) on minimum safety measures (Attachment B of the *Codice della Privacy*, Privacy Code). The data items are treated and kept for the whole business relation and even following the fulfilment of any legal obligations or for future commercial purposes.

Categories of persons to whom data may be communicated

We inform you that the personal data that you will provide or those that will be acquired during your relationship with EIUC may be communicated to financial authorities, social security organisations and public law-enforcement authorities whose duties are strictly connected to and therefore essential for our activities.

The data may be communicated to certain public or private entities that can access the data in compliance with legal provisions, regulations and EU legislation, within the limits set forth therein. Your data may be communicated to EIUC's employees, professionals and collaborators, and to any persons in charge with the management and entertainment of the IT instruments functioning under the responsibility of the Data controller of the data treatment, as well as any professionals that you may appoint to the extent necessary to perform their duties. Your data will not be circulated.

Data-subject's rights

Articles 7 and following of Legislative Decree no. 196/2003 grants specific rights. In particular, the data-subject can obtain at any time:

- confirmation of the existence of his/her personal data and access to such data in an intelligible form;
- information on the origin of the data, on the purposes, methods and logic of their treatment, on the personal details of the data controller and the persons to whom the data may be communicated;
- revision, rectification and supplement of the data, their cancellation and transformation into anonymous form or a block on data processed in breach of law;

The data-subject can oppose the processing of data for lawful reason.

For the exercise of such rights, the data-subject may send the enquiry included in the privacy section of the www.eiuc.org website by mail /fax/email (address in the heading, Fax +39 041 2720914 - Email: privacy@eiuc.org) to the attention of the Director's Office (Direzione).

Consequences of refusal to grant data

We inform you that your refusal to grant data may result in the impossibility for EIUC to fulfil the legal and/or contractual obligations arising out of your agreement with it.

Data Controller and Person in Charge of Data Processing

Your Data controller is EIUC (European Inter-University Centre for Human Rights and Democratisation), with head office in Riviera San Nicolò, 26 Lido di Venezia (VE). One of the Persons in charge of your data treatment is Prof. Zdzisław Jan Kędzia. You will find the full and updated list of the persons in charge of data treatment in the privacy section of the website www.eiuc.org.

Further information may be requested at EIUC's head office or in the privacy section of the website.

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