

Notice on personal data processing pursuant artt. 13 e 14 of Regulation 2016/679/UE ("GDPR")

With referral to the GDPR Fondazione Alma Mater, based in Bologna (BO), Via delle Belle Arti 42 , 40126 BOLOGNA (BO) as "Data Controller" of the processing provides some information regarding the use of personal data relating to contractual relationships with its Students, provided that pursuant to art. 1 of the GDPR are "personal data" only those referring to *natural persons*.

Origin of data, purpose of processing and legal basis

The personal data in our possession are collected directly from the Students and / or collaborators or through agents and representatives in a bid and / or during a relationship or a supply proposal. The data may also be collected from third parties, such as, for example, data acquired from external companies for the purposes of commercial information or market research or by our other customers or Students.

These data will be used for the following purposes:

- a) obligations related to the establishment of the contractual relationship, in terms of reliability evaluation of the supplier as well as for statutory obligations, such as accounting and tax;
- b) related to the performance of relationships with Students also in terms of the Customer satisfaction survey;
- c) protection of Fondazione Alma Mater 's rights and prerogatives and historical data storage.

The provision of data by the Supplier is necessary for the stipulation and execution of contractual relationships or to comply with legal obligations and in any case for the pursuit of the legitimate interest of Fondazione Alma Mater to the correct formation and execution of the contractual relationship, to fulfillment the obligations that arise from it and, in any case, to the protection of its contractual reasons.

Methods of data processing and security measures

The data will be processed using appropriate tools to guarantee security and confidentiality and can be carried out not only with manual tools but also through automated tools to store, manage and transmit the data. We also inform you that any personal data referred to you will be processed in compliance with the manner indicated by the GDPR, which provides, inter alia, that the data should be:

- processed lawfully and correctly;
- collected and registered for specific, explicit and legitimate purposes;
- exact and, if necessary, updated;
- adequate, complete and not excessive in relation to the purposes of the processing.

Fondazione Alma Mater guarantees that the security and confidentiality of Customer data will be protected through appropriate protection measures, based on the provisions of Articles 25, 32, 33, 34, 35 and 36 of the GDPR, to reduce the risks of destruction or loss, even accidental, of data, unauthorized access, or processing not allowed or not in accordance with the purposes of collection. With reference to the aspects of protection of personal data, the Customer is invited, pursuant to art. 33 of the GDPR to report to Fondazione Alma Mater any circumstances or events from which a potential "breach of personal data (data breach)" may occur in order to allow an immediate evaluation and the adoption of any actions aimed at combating such event by sending a communication to Dpo Acer Bologna (dpo@acerbologna.it) or contacting your contractual contact person.

Categories of subjects to whom data can be communicated and retention period

Your data may be communicated, for the purposes indicated, inter alia, to:

- a) to the Financial Administration, to social security and welfare agencies if necessary, to the Public Security Authority;
- b) to transporters or other third parties or entities for services ancillary to the supply;
- c) to companies or professional bodies for fraud control and debt collection;
- d) to banks and credit institutions in the context of the financial management of the company and insurance companies;

- e) to persons charged with auditing the financial statements and with administrative, tax and accounting consultants.

They may also be disclosed to public or private legal entities, associative or corporate, to stipulating or executing contracts, to the extent that said communication is a prerequisite for the submission of tenders in the awarding procedures, or for the completion and execution of the contract. The personal data you provide may also be communicated to other companies in our group for the coordination of management activities, including abroad, both within the EU and extra-UE. Your data will not, subject to specific regulatory provisions, be disclosed. Personal data will be processed by Fondazione Alma Mater for the entire duration of the contract and also subsequently to assert or protect its rights in compliance with the specific legal requirements on data retention. The subjects belonging to the above categories treat personal data as separate Data Controllers or as Data Processor or Persons in charge specifically appointed by Fondazione Alma Mater. All employees, consultants, collaborators and / or any other "natural person", pursuant to art. 29 of the GDPR, which, authorized for processing, carry out their activities based on the instructions received from Fondazione Alma Mater are appointed "Incaricati del trattamento". Fondazione Alma Mater shall issue appropriate operating instructions to the persons in charge or to the Data Processor who may be appointed, with reference to compliance and / or adoption of appropriate security measures, to guarantee the confidentiality and protection of data.

Transfers to third parties

We will share your personal information with third parties where required by law or for the performance of contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. For example, we may transfer your personal information to third parties who carry out the following activities: obtaining certified knowledge of the Chinese language.

We may transfer the personal information we collect about you third parties who are outside the EU. To ensure that your personal information receives an adequate level of protection we have put in place contractual agreements based on the EU Commission's standard contractual clauses, which seek to ensure that your personal information is treated by those third parties and entities outside the EU in a way that is consistent with and which respects the EU laws on data protection

The right of the data subject

Finally, we inform you that, regarding any personal data, the GDPR recognizes the exercise of specific rights to natural persons, as a data subject. In particular, the data subject may request confirmation that personal data is being processed or not, access personal data concerning him and in relation to them he has the right to request rectification, cancellation, notification of corrections and cancellations to those to whom the data were eventually transmitted by Fondazione Alma Mater, the limitation of processing in the cases provided for by the law, the portability of personal data - provided by him in the cases indicated by the law, to oppose the processing of his data and specifically, has the right to object to decisions concerning him if based solely on automated processing of his data, including profiling. If he considers that the treatments concerning him violate the rules of the GDPR, he has the right to lodge a complaint with the Supervisory Authority pursuant to art. 77 of the GDPR.

Data Controller

Data Controller is Fondazione Alma Mater, Via delle Belle Arti 42, 40126 BOLOGNA (BO)

Consent of the data subject

Name _____ City _____
Surname _____ Date _____

Do you give us consent to the processing your personal data for the optional purposes listed below?

Yes Not

Detection of customer satisfaction - Consent received by the data subject in the collection of personal data by acceptance included in the information. In case of non-consent, we will not proceed to request the completion of the course evaluation form.

Do you consent to the transfer of your personal data abroad?

Yes Not

Data transfer to China for the purpose of obtaining certified knowledge of the Chinese language

Signature
