



INFORMATION FOR THE PERSONAL DATA PROCESSING FOR AUDIO-VIDEO SHOOTING

Premise

According to art. 13 of the EU Regulation 2016/679, the University of Insubria, as Data Controller, informs students and staff participating in the production of videos and promotional and informative multimedia material about the personal data processing

Data Controller, Data Protection Officer (DPO)

The data controller is the University of Insubria, with registered office in Varese (VA) Via Ravasi 2, in the person of the Rector. The contact details of the Data Controller are: ateneo@pec.uninsubria.it. The DPO contact details are: privacy@uninsubria.it, privacy@pec.uninsubria.it

Processing Tasks And Legal Basis

The processed data are the images of the students and staff involved in the filming and in the photographs, which will be subject to registration in order to prepare video and multimedia material to be used as a promotional tool and dissemination of the University's activities.

Further processed data are contact details (telephone, mail, etc.) useful to contact the subjects in order to plan or collect videos and photographs.

The videos and multimedia materials will be published on the University Institutional websites (www.uninsubria.it, www.uninsubria.eu, intranet.uninsubria.it, etc.) and on social networks (facebook / twitter / instangram) and Youtube through the official University accounts

The consent for data collection is optional. Any refusal to provide such data implies the exclusion from audio-video shooting. The legal basis of the data processing is the consent expressed by the data subject. Such consent is expressed:

- on the occasion of public events organized by the University through the voluntary act of the data subject to reach structures (for example meeting rooms, event spaces, etc.) in which a photo or video shoot service has been activated. These structures will be clearly identified with appropriate iconic information.
- in all other cases by filling out this form

Processing Modalities

Data collection is performed in compliance with the principles of lawfulness, correctness, relevance, completeness and not over estimation in relation to the tasks they are processed for. Personal data are processed in compliance with the principles of lawfulness, fairness and transparency, as required by law, with the aid of instruments to record and store the data and in any case to guarantee the safety and to protect the privacy of the data subject. Specific safety measures are implemented to prevent data loss, illicit or incorrect use and unauthorized access in full compliance with art. 32 of the GDPR





Data recipients and transfers of personal data to third countries

The data processed for the aforementioned purposes will in any case be accessible to employees and collaborators assigned to the offices of the University of Insubria that have been authorized for the data processing according to art. 29 of the GDPR. The processed data will also be accessible to natural or legal persons who provide the University with consulting or service activities for registration and assembly services (eg, a company providing support services for videoconferencing and integrated services for university buildings, professionals and consultants appointed by the data controller). In this case, these subjects will perform the function of data controller according to the purposes of art. 28 of the Regulation. The complete and updated list of the data processors is available on request at the Data Controller office.

The data (video and promotional and informative multimedia material) and their publication on the mentioned channels, may be used in dissemination events at local and national level for the promotion of the University for the purposes of orientation, promotion and communication

Data Storage Period

Personal data will be stored for 3 years then they will be cancelled

Rights of the data subject

According to Art. 15, 16, 17, 18 and 20 of the GDPR, the Data Subject rights against the University of Insubria as Data Controller are:

- Right of access to all personal data and information;
- Right to rectification of all personal data and information by the data subject;
- Right to erasure of all personal data and information except for those contained in documents that must be stored by the University and unless there is a legitimate overriding reason to proceed with the processing;
- Right to restriction of processing;
- Right to object to processing of personal data
- Right to data portability;
- Right to revoke any consent given for non-mandatory data processing.

The rights may be exercised with a specific request to the above mentioned Data Protection Officer





Right to complain to a controlling authority

In relation to data processing considered as not compliant with the law, by the data subject he / she may submit a complaint to the competent supervisory authority which, for Italy, is the Garante per la protezione dei dati personali. Alternatively, a complaint may be submitted to the EU Authority in the state which he resides or habitually works or in the place where the violation has occurred.





DISCLAIMER FOR AUDIO-VIDEO SHOOTING

Considering that according to art. 96 of the law 22 April 1941, n. 633 the portrait of a person can not be exposed, reproduced or marketed without the consent of the person, unless under the conditions of art. 97 implying that the consent of the depicted person is not required when the reproduction of the image is justified by the notoriety or the covered public position, by necessities of justice or police, by scientific, educational or cultural purposes, or when the reproduction is connected to facts, events, ceremonies of public interest or held in public

I, _____ to be filled only by staff external to the University _____
e-mail _____ tel. _____

in relation to the event: _____, date _____
--

DECLARE

- To have read the above mentioned information on data processing, consequently:

☐ **GIVE THE CONSENT**

- In order to allow the University of Insubria to process personal data for the above described purposes and according the above mentioned modalities *estratti i propri dati personali per le finalità e secondo le modalità ivi descritte*

☐ **DENY THE CONSENT**

AUTHORIZE

- The University of Insubria to use personal images in order to produce videos and multimedia materials exclusively for promotional and informative purposes by means of their publication on the institutional websites and official social networks
- To publish, according to art. 16 of law 633/1941, audio and video materials on the communication channels of the University, under the licence "Creative Commons Attribution 4.0 International"





GRANT

- non exclusive free licence, without duration limits and worldwide, freely transferable, for the use of materials and includes the rights mentioned in art. from 12 to 19 of law 633/1941.

DECLARE

- that under no circumstances I will be entitled to claim with the University of Insubria for any moral and material damage caused by third parties and / or uses not included in this disclaimer;
- to take full responsibility for any declarations made, excluding the University of Insubria from any claim and action even by third parties;

to deny the use of images in contexts that compromise the personal dignity.

Date ____/____/____

(Signature)

