



**INFORMATION ON THE COLLECTION AND PROCESSING OF DATA FOR THE PRE - REGISTRATION/CONFIRMATION OF THE REGISTRATION FOR CHILDREN AT THE NURSERIES OF THE POLITECNICO DI MILANO**

The current information sheet is issued pursuant to art. 13 of EU Regulation 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data, and in compliance with the law on the processing of personal data, and the free movement of such data.

**Data Controller**

Politecnico di Milano - Managing Director, delegated by the Pro-tempore Rector – e-mail: [dirgen@polimi.it](mailto:dirgen@polimi.it).

**In-house data processing manager**

Prof. Fiammetta Costa, President of Comitato Unico di Garanzia, Ed. 10, Piazza Leonardo da Vinci, 32 20133 Milan - contact: [fiammetta.costa@polimi.it](mailto:fiammetta.costa@polimi.it) - tel. 0223995990 - 7269 - fax 0223995989

The data will be processed by other authorised parties instructed for this purpose, in accordance with current legislation.

The staff of the following offices of the Politecnico di Milano are authorised to process and collect the data required: Equal Opportunities Service, Compensation Service, Welfare and Performance Management, Tax and Credit Recovery Service, Financial Management Service, Performance Service and Service Organization.

**Data protection Manager and points of contact**

[privacy@polimi.it](mailto:privacy@polimi.it) - tel. 02 23999378.

**Purpose of the data processing, legal basis, data categories and retention period.**

For the purposes of applying the relevant European and national legislation (EU Reg. 679/2016, hereinafter Regulation), we inform you that your personal data and those of your child will be used for the following purposes:

| <b>Purposes of the data processing for which the personal data is intended</b>  | <b>Legal basis for data processing</b> | <b>Categories of personal data subject to processing</b>  | <b>Period of retention of personal data</b>   |
|---|--|---|---|
| Pre-registration/confirmation of the child's registration at the childcare facilities of the Politecnico di Milano and payments | Consent                                | <ul style="list-style-type: none"> <li>• Identification data</li> <li>• Personal data</li> <li>• Fiscal data</li> <li>• Bank details</li> <li>• ISEE [Equivalent Economic Situation Indicator]</li> </ul> | The data will be retained for the duration of the registration/confirmation of the registration at the childcare facilities. They will also be archived for a period of 5 years, and in any case up to the duration foreseen for the conservation of documents relating to administrative procedures. |

### **Nature of the data**

In the absence of the required data, the registration at the childcare facility cannot be guaranteed.

### **Data processing methods**

The requested data are collected through the pre - registration/confirmation of the registration at the childcare facility and used

with manual and/or computerized and telematic tools, following organization and processing logics strictly related to the express purpose and in any case in order to ensure the security, integrity and confidentiality of data.

Access to the data acquired for the purposes indicated in the table is allowed to duly authorized personnel.

### **Categories of recipients**

In relation to the purposes indicated, the data will also be communicated to the manager of the childcare facility (company: Proges Scarl Via Colorno 63, 43122 Parma) as the External Manager of the data processing, and the related canteen service, identified through a public tender.

In particular, your personal data may also be communicated to other public administrations, also anonymously, if they need to process the data for any procedures of their own institutional competence, as well as to all public parties to whom, in the presence of the relative conditions, the communication is obligatorily provided for by provisions of the European law, standards or regulations, as well as insurance bodies in relation to any accidents that may occur.

### **Period of retention**

data will be retained for the duration of the collection of registrations/confirmation of registration and the stay at the childcare facilities.

They will also be archived for a period of 5 years, and in any case up to the duration foreseen for the conservation of documents relating to administrative procedures.

### **Transfer to a non-EU country**

Personal data will in no way be transferred to countries outside the EU.

### **Rights of the data subjects**

As the data subject, you may, at any time, as the Data Controller for:

- confirmation of the existence or otherwise of personal data pertaining to you;
- access to your personal data and information related to the same, correction of inaccurate data or addition to incomplete data, deletion of personal data pertaining to you (when one of the conditions occurs that are indicated in art. 17, paragraph 1 of the Regulation, and in accordance with the exceptions provided for in paragraph 3 of said article); limitation of processing of your personal data (when one of the cases applies that are indicated in art. 18, paragraph 1 of the Regulation), the transformation into anonymous form or blocking of data processed unlawfully, including data whose retention is unnecessary for the purposes for which said data was collected or subsequently processed;

As the data subject, you have the right to oppose, in part or entirely:

- for legitimate reasons, the processing of personal data concerning you, even if related to the purpose for which the data was collected;
- the processing of personal data pertaining to you, for the purposes of sending promotional material for training initiatives and cultural events of the Politecnico di Milano.

These rights can be exercised by contacting [privacy@polimi.it](mailto:privacy@polimi.it).

If you believe that your rights have been violated by the data controller and/or a third party, you have the right to lodge a complaint with the Authority for the Protection of Personal data, and/or another competent supervisory authority competent under the Regulation.