



APPENDIX 1

NOTICE ON THE COLLECTION AND PROCESSING OF DATA IN RELATION TO THE CALL FOR THE COMPILATION OF THE RANKINGS FOR THE ASSIGNMENT OF THE FREE PLACES IN THE NURSERY AT THE LEONARDO CAMPUS AND IN THE MICRO-NURSERY AT THE BOVISA CAMPUS OF THE POLITECNICO DI MILANO

This privacy policy is issued pursuant to Art. 13 of Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and in compliance with the legislation on the processing of personal data, as well as the free movement of such data.

Data Controller

The data controller of Politecnico di Milano is the Director General, as appointed by the Rector - contact: dirgen@polimi.it

Internal Data Processor

Chiara Pesenti, Campus Life Division manager, Building 3, Piazza Leonardo da Vinci, 32 - 20133 Milan
chiara.pesenti@polimi.it

The data shall be processed by other persons authorised and instructed for this purpose in accordance with current legislation.

Data Protection Officer and contact details

Email: privacy@polimi.it - tel. + 39 02 23999378.

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

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

Purpose of the processing	Legal basis of the processing	Categories of personal data subject to processing	Retention period
Purpose 1 To compile, by means of a call, the rankings for the assignment of the free places at the Nursery and at the Micro-Nursery of the Politecnico di Milano.	Consent (Article 6(1)(a) and Article 9 of the EU Regulation).	<ul style="list-style-type: none">• Personal data of the parents and the child;• Contact details;• Tax information;• Bank details;• ISEE [equivalent financial situation index];• Health data (disabilities) of the child.	10 years

When published, the rankings will only report the numeric identification code of the application and the name and surname of the parent in order to avoid the dissemination of data that is unnecessary for meeting the purpose. The rankings will be consultable until the last day for the registration of the child at the nursery as indicated in the call (article 15).



<p>Purpose 2 To take photographs and record videos to document activities carried out.</p>	<p>Consent (Article 6(1)(a) and Article 9(2)(a) of the EU Regulation).</p>	<ul style="list-style-type: none"> • Photos and videos of minors 	<p>5 years</p>
---	--	---	----------------

Please note that some photos may be taken and videos may be recorded of attendees of the Nursery and Micro-Nursery of the Politecnico di Milano. To that end, the child’s parents or the legal guardian will be asked for their explicit consent, and required to sign a specific release form for the use of the images. The images and videos, whether used as they are or in partial and/or modified or adapted form, will be processed in full compliance with the EU Regulation.

The data shall be processed, including with the aid of electronic devices, by specifically appointed persons, for broadcasting and communication by the Nurseries. The images and videos collected will be stored, including in electronic form and on any technological support for the purposes and within the limits defined above, and may be disseminated in accordance with Italian Law no. 150/2000 on institutional websites, as well as through social network channels (including but not limited to Facebook, Twitter, YouTube).

The use of the images and videos does not entitle to any compensation.

With this authorisation, the signatory grants a non-exclusive license to use the materials, transferable to third parties and without duration or geographical limits. This includes the rights referred to in Articles 12 to 19 of the Italian Law No 633 of 22 April 1941, including but not limited to: right of publication; right of reproduction in any manner or form; right of transcription, editing, adaptation, processing and reduction; right of disclosure and distribution to the public, including the rights of projection, transmission and dissemination including in summarised and/or abridged version, by any technical means; right to keep a copy of the materials, including in electronic form and on any known technological support or future invention for the purposes and within the limits defined above.

In any case, any use of any images or videos that may prejudice the honour, reputation or decorum of the person portrayed, filmed or recorded is excluded pursuant to the aforementioned article and pursuant to Article 10 of the Italian Civil Code.

Nature of the data

The provision of data is mandatory. Refusal to provide the data prevents us from meeting the intended purposes and prevents users from accessing the Nursery and Micro-Nursery services.

Processing methods

The required data will be collected by means of a mandatory application form, on which the following must be indicated:

the personal details of the parent of the child/children by submitting the ISEE/ISEE-U document and used with manual and/or digital and telematic tools, following organisation and processing logics that are closely related to the express purpose and in any case capable of ensuring the security, integrity and confidentiality of the data.

The data are also stored in paper archives and in digital format for the duration of the call/ranking, for the period of time the child spends at the nurseries and subsequently for the period for which the Politecnico di Milano is obliged to retain them for tax purposes or for other purposes required by law or according to the Regulation; in any case, for a period of no more than 10 years.

The data acquired for the purposes of the call and the ranking shall only be accessed by duly authorized personnel. In particular, Politecnico di Milano staff belonging to the following offices are authorised to process and collect the data required by the Call: HR & Organizational Development Division, Financial



POLITECNICO
MILANO 1863

Management and Economics Division, and Campus Life Division.

Special categories of data

In specific cases, we may process personal data belonging to special categories pursuant to Art. 9 of the Regulation such as:

- data related to health (disability), for disabled children attending the Nursery and Micro-Nursery. For the purposes of identifying and subsequently assigning the available places, in the case of persons with disabilities, data concerning the type and degree of disability shall be processed by duly authorized personnel;
- data revealing religious beliefs and data revealing ethnic origin. In the period during which the child attends the Nursery or Micro-Nursery, we may become aware accidentally of information related to religious beliefs and ethnicity, used exclusively to satisfy cultural mediation opportunities and to ensure optimal living conditions in the residence.

These data are processed, within the limits of the purposes shown in the TABLE, to allow the data subject:

- registration with the Nursery and Micro-Nursery on the basis of the declared needs.

Categories of recipients

In relation to the specified purposes, the data may be disclosed to the manager of the nursery (the company Pro.ges Scarl Via Colorno 63, 43122 Parma) as the External Data Processor pursuant to Article 28 of the EU Regulation and the relative restaurant service, identified by means of a specific public tender process.

In particular, personal data may also be disclosed to other public administrations, including in anonymous form in the event that the latter are obliged to process such data for any procedures within their institutional competence, as well as to any public entities to which, under the relevant conditions, disclosure is legally required by the provisions of European system, laws or regulations, in addition to insurance bodies for any accident reports.

Transfer to non-EU countries and/or international organisations

Personal data shall in no way be transferred to non-EU countries or international organizations.

Rights of data subjects

As a data subject, you can ask the Data Controller for the following at any time:

- confirmation of any personal data held concerning you;
- access to your personal data and related information; the correction of inaccurate data or the completion of incomplete data; the cancellation of personal data concerning you (where any of the conditions indicated in Art. 17, paragraph 1 of the Regulation applies and in compliance with the exceptions provided for in paragraph 3 of the same article); the restriction of the processing of your personal data (where one of the conditions indicated in Art. 18, paragraph 1 of the Regulation); the transformation into anonymous form or the blocking of data processed in violation of the law, including those that do not need to be kept for the purposes for which the data were collected or subsequently processed.

As a data subject, you also have the right to object in whole or in part:

- for legitimate reasons, to the processing of personal data concerning you, even if pertinent to the purpose of the collection;
- to the processing of personal data concerning you for the purpose of sending advertisements on courses and cultural events at the Politecnico di Milano.



POLITECNICO
MILANO 1863

These rights can be exercised by contacting 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 Personal Data Protection Authority and/or other competent supervisory authority pursuant to the Regulation.



DECLARATION OF CONSENT

I, the undersigned born in
..... on, father or legal guardian
..... (specify the child's name and surname);

I, the undersigned born in
..... on, mother or legal guardian
..... (specify the child's name and surname);

pursuant to the provisions of Regulation (EU) No 679/2016 and having read the Privacy Policy:

1.

Give my consent

Do not give my consent

to the processing of personal data for **purpose no. 1** in accordance with the methods reported in the relative Privacy Policy.

2.

Give my consent

Do not give my consent

to the processing of personal data for **purpose no. 2** in accordance with the methods reported in the relative Privacy Policy.



POLITECNICO
MILANO 1863

Place and date

Father's signature/ Party 1
acting as legal guardian

Mother's signature/ Party 2
acting as legal guardian