



GENERAL INFORMATION NOTE ON PROCESSING OF PERSONAL DATA BY INFN

4 December 2018

This information is provided pursuant to EU Regulation 2016/679, General Data Protection Regulation (hereinafter referred to as Regulation) and to the Legislative Decree 30 June 2003 n. 196 and subsequent amendments, the Personal Data Protection Code, for the purpose of informing natural persons who provide their personal data to the National Institute for Nuclear Physics (hereinafter referred to as INFN) on how their data are collected, used, consulted or otherwise processed and also to what extent the personal data are or will be processed.

CONTROLLER

National Institute for Nuclear Physics having its registered office in Frascati, via E. Fermi, 40.

email: presidenza@presid.infn.it

PEC: amm.ne.centrale@pec.infn.it

DATA PROTECTION OFFICER

The INFN has nominated the Data Protection Officer (DPO) by Council resolution no. 14734 of 27 April 2018.

The DPO can be reached by e-mail at: dpo@infn.it

NATURE OF THE PROCESSED DATA AND PURPOSES OF THE PROCESSING

The INFN processes the collected data for the purpose of managing the employment relationships, the collaboration or training relationships and to fulfil the obligations laid down by the law, by the regulations and collective agreements related to matters of remuneration, social security, tax, protection of health and safety at work, radiation protection and insurance requirements.

Special categories of personal data, such as data revealing racial or ethnic origins, trade union membership, political opinions, data concerning health or sexual orientation, are processed in so far as necessary for the sole purpose of carrying out the obligations and exercising specific rights of the controller in the field of:

- assessment of the working capacity of the employee,



- exercise or defence of legal claims,
- reasons of important public interest in applying national or Union law.

The provision of personal data shall be necessary to comply with the aforementioned obligations and failing to provide such data will result in the impossibility to comply with them. Additional data other than those referred to may be processed solely where the data subjects have given their explicit consent.

PROCESSING METHODS

The INFN processes personal data also by electronic or by automated means, in compliance with the principles set out in art. 6 of the Regulation.

Processing is carried out by the INFN Central Administration, and also, to the extent that lies within their competence by the INFN Headquarters and by the Structure where the collaboration is carried out, on whatever grounds, with the INFN.

The data may be processed by INFN employees or collaborators or by third parties expressly nominated as responsible for the processing, and they will not be communicated to third parties nor will be disseminated, except where it is consented by national or European law.

The INFN does not carry out automated decision-making processes, nor perform profiling using the personal data collected.

DATA RECIPIENTS

For compliance with legal obligations on matters of tax, social security, protection of health and safety at work, radiation protection and insurance requirements, the INFN shall communicate personal data to the responsible Authorities and Public Institutes, such as:

- Fiscal Agency to fulfil fiscal obligations,
- INPS for social security and medical examinations,
- INAIL for safety at work,
- persons nominated in accordance with the regulation related to protection of health and safety at work and radiation protection,
- Department of Public Function to fulfil obligations on matters of managing the employment relationships,
- Territorial Department of the Ministry of Labour for mandatory communications relating to citizens' training and working life.

In order to enable higher levels of professional and extra-professional protection of the personnel, personal data may also be transmitted to insurance companies to which insurance contracts have been awarded.



TRANSFER OF DATA ABROAD

Where necessary, personal data may be transferred to third Countries or to international organizations for the purpose of fulfilling the obligations resulting from the employment, collaboration or training contract.

DATA RETENTION PERIOD

The INFN processes the personal data collected from each datasubject concerned for the whole duration of the employment/collaboration/training relationship and, in accordance with the provisions of the EU Regulation 2016/679, for the fulfilment of archiving purposes and their related obligations to which the public administration is subject.

RIGHTS OF THE DATA SUBJECT

The INFN shall grant and ensure the rights of the data subject to have access, to rectify and to restrict, to erase the personal data relating to him, and to object to their processing. The INFN shall grant the right to lodge a complaint with the Data Protection Supervisor Authority concerning the processing performed.

The rights referred to may be exercised by a request addressed to the Controller or to the Data Protection Officer, sent by electronic mail to the following address: **dpo@infn.it** or by registered post with acknowledgement of receipt to the Controller's registered office address. For the purpose of exercising rights, the request may also be formulated orally and be renewed, except for justified reasons, at intervals of no less than ninety days.

For the purpose of exercising rights, it is consented to confer delegation on a different individual, in writing, and also to be assisted by a trustworthy person.

The aforementioned rights relating to personal data of a deceased person may be exercised by those who have an interest in them or act to safeguard the data subject concerned or for family reasons deserving of protection and duly documented.

Where as a result of the request, the data relating to the data subject do not exist, the INFN may charge a fee not exceeding the costs incurred for providing the research. A fee on the basis of administrative costs may also be charged for any further copies requested.