

DOCUMENT ON THE PROCESSING OF PERSONAL DATA

Dear Applicant,

This notice regards the personal data we collect from you. Please read the following information carefully in order to understand how we process your personal data. In addition to the information in this privacy notice, you may be given further information about the use of your personal data when you sign up for use specific services and facilities that we offer. Furthermore, in specific situations, you may be asked to give again your consent for the processing your of personal data. Any changes we make to this privacy notice in the future will be posted on the http://elearning.inmp.it/fad/form/winter_school/index.php and, where appropriate, notified to you by e-mail.

Personal data

Personal data are any information which identifies you as an individual. It may include your name and other information such as your date of birth, nationality and gender which, when combined, can identify you. This information may be collected in a variety of ways, including electronically, in paper form, by telephone or in person.

Under current data protection laws we are classed as a *controller*, which means we are legally responsible for the personal data we collect and hold about you. One of our responsibilities as a *controller* is to tell you about the different ways in which we use your personal data – what information we collect, our legal basis for doing so, why we collect it, where we collect it from and whether and with whom we will share it. We also need to tell you about your rights in relation to your personal data.

In the first place, we collect and process personal data about you upon your enrolment at the Winter School on Health Equity in Rome. Subsequently we may do it in order to manage our relationship with you as a registered participant to Winter School.

The personal data requested while applying to the Winter School on Health Equity 2019 are collected by the National Institute for Health, Migration and Poverty (INMP) and are used by the INMP staff in compliance with the principles of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 and of the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).

For the purpose of your application, the types of personal data we collect are: Name, Contact Info (Address, Phone, Email etc), information about your University degree and the job title, whether or not you speak English, area of expertise/interest, main reason for wishing to attend the Winter School on Health Equity in Rome.

Purposes for which we process your personal data

We will use your personal data to:

- Enroll you as a participants to the post-graduate course “Winter School on Health Equity” in Rome, following the successful selection of you application and your acceptance of our offer;
- Communicate with you about the enrolment process;
- Monitor your use of our networks to protect the security and integrity of INMP's IT network and information and electronic communications systems;
- Produce statistics and research for internal and statutory reporting purposes;
- undertake the administrative procedures for issuing the Certificate of attendance;
- issue the credentials for the access to the document management system for training.

Legal basis for processing

INMP will be processing personal data in its capacity as a public authority in connection with its core purposes of education, research and healthcare, and in relation to the contract we have entered into with you as a registered participant attending the post-graduate course at Winter School on Health Equity in Rome. We do not process your personal data based on your consent. When we process your personal data based on your consent, you have the right to withdraw your consent at any time.

Third parties with whom we may share your personal data

Your personal data will not be shared with any third party. Your personal data may be disclosed to other organisations as required by law, for crime prevention, investigation or detection purposes or in order to protect your vital interests.

Transfers outside the European Economic Area

We will not transfer your personal data outside the European Economic Area. When we use a third party cloud services provider based outside the European Economic Area to store personal data, we will protect your personal data by ensuring that transfers are made in compliance with all relevant data protection laws including the Standard contractual clauses for data transfers between EU and non-EU countries approved by the European Commission.

Processing principles

When processing your personal data, INMP is required by relevant data protection laws to comply with the following principles.

Lawfulness, fairness and transparency

Processed lawfully, fairly and in a transparent manner in relation to the data subject.

Purpose limitation

Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

Data minimisation

Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

Accuracy	Accurate and, where necessary, kept up to date.
Storage limitation	Kept in a form which permits the identification of data subjects for no longer than necessary for the purposes for which personal data are processed.
Integrity and confidentiality	Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Retention period

Your personal data may be retained as a permanent archival record for internal statistics purposes and to confirm your award and period of course.

Additional purposes subject to consent

Furthermore, personal data may be processed by INMP only after your expressed consent, in order to receive communications by e-mail regarding training initiatives and other events promoted by INMP periodically.

Your rights

Subject to certain conditions, you have the following rights in relation to your personal data:

- Right 1:** A right to access your personal data held by us;
- Right 2:** A right to require us to rectify any inaccurate personal data about you held by us;
- Right 3:** A right to require us to erase personal data held by us about you. This right will only apply where, for example, we no longer need to use the personal data to achieve the purpose we collected it for; or where you withdraw your consent if we are using your personal data based on your consent; or where you object to the way we process your data;
- Right 4:** A right to restrict our processing of personal data held by us about you. This right will only apply where, for example, you dispute the accuracy of the personal data held by us; or where you would have the right to require us to erase the personal data but would prefer that our processing is restricted instead; or where we no longer need to use the personal data to achieve the purpose we collected it for, but we require the data for the purposes of dealing with legal claims;
- Right 5:** A right to receive personal data which you have provided to us in a structured, commonly used and machine readable format. You also have the right to require us to transfer this personal data to another organization;
- Right 6:** A right to object to our processing of personal data held by us about you.
- Right 7:** A right to withdraw your consent where we are relying on it to use your personal data. Note that a withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal;
- Right 8:** A right to ask us not to use information about you in a way that allows computers to make decisions about you and ask us to stop.

Keeping personal data up-to-date

Data protection law requires us to take reasonable steps to ensure that any personal data we process is accurate and up-to-date. Please help us to do this by advising us of any changes to your personal data.

How can I access my personal data?

You have the right to access information held about you. Your right of access can be exercised at any time by contacting INMP at e-mail address segdirgen@inmp.it or INMP Data Protection Officer at e-mail address rpdp@inmp.it.

Automated processing

INMP does not use automated processing and decision making without manual intervention.

Data Controller

Data Controller is Istituto Nazionale per la promozione della salute delle popolazioni Migranti e per il contrasto delle malattie della Povertà (below also INMP). The address is:

Via di San Gallicano, 25/A - 00153 Roma.

Phone: +39 0658558201

Fax: +39 0658558401

Certified e-mail: inmp@pec.inmp.it

E-mail: info@inmp.it

Website: www.inmp.it

Data Protection Officer

Data Protection Officer can be contacted at the following address:

Via di San Gallicano, 25/A - 00153 Roma.

Phone: +39 0658558272

Fax: +39 0658558401

E-mail: info@inmp.it

Who do I contact with questions?

If you have any questions about your personal data and INMP that are not answered by this privacy notice then please consult Data Protection Officer at rpdp@inmp.it.

If we are unable to adequately address any concerns you may have about the way in which we use your data, you have the right to lodge a formal complaint with the data protection authority in your country or our main data protection regulator, **The Italian Data Protection Authority (Garante per la protezione dei dati personali)**.

The Italian DPA is based only in Rome. The address is:

Piazza Venezia 11 – 00187 Roma

Phone: +39-06-6967 71 / +39-06-6967 71 / +39-06-6967 72917

Fax: +39-06-6967 73785

Certified e-mail: protocollo@pec.gpdp.it

E-mail: urp@gpdp.it