



## Information notice for points of sale and e-commerce

### 1. Introduction

Pursuant to Articles 13 and 14 of the Regulation (EU) 2016/679 on the “protection of natural persons with regard to the processing of personal data” (hereinafter also “GDPR”), we are providing the information on the processing of your personal data ("Data") performed by Università Cattolica del Sacro Cuore (hereinafter also the “University”).

### 2. Identity and contact details for the Data controller

The Controller of the processing of your Data is Università Cattolica del Sacro Cuore (hereinafter also “Controller”), with registered office in Largo Agostino Gemelli 1, 20123 Milan, tel. (+39) 027234.1.

### 3. Categories of personal data

The Data processed by the University include, but are not limited to, personal data and contact details and payment data.

We would also like to inform you that closed circuit video-surveillance systems are operating at the bookshops' premises, suitably signalled before the relevant range by means of appropriate signs, as set forth in the General Measure on Video-surveillance, issued by the Personal Data Protection Authority on 8 April 2010. Therefore, Data includes your image displayed and/or recorded through the closed-circuit video-surveillance systems of the bookshops.

### 4. Purposes of processing and legal basis

Data collected will be processed for the following purposes:

- a. Completion of the registration process at any point-of-sale and/or portal of the University bookshops and of the “Vita e Pensiero” publishing house, and consequential issue and management of the credentials required to purchase the services and products offered by the bookshops and publishing house;
- b. Purchases of the services and products offered by the University bookshops and the publishing house, both online and offline;
- c. Answers to your information requests to the University;
- d. Fulfillment of the administrative and accounting obligations by the bookshops and the publishing house (managements of order, requests and invoices);
- e. Handling of any disputes and/or complaints;
- f. Security and property protection purposes;
- g. Subject to your specific consent, sending of communications and information material by automated and non-automated means, concerning services and products offered by the bookshops and the publishing house;
- h. Application of European and/or national regulations.

The legal basis of processing is constituted:



1. For purposes under a), b), c), by execution of the contract that you are a part of or execution of pre-contractual measures, for example registration in the portals;
2. For purposes under d) and h), by compliance with legal and regulatory obligations;
3. For purposes under e) and f) by the legitimate interest of the Controller;
4. For purposes under g), by your consent.

An eventual refusal to provide your Data will entail the objective impossibility to fulfil your requests and/or accessing the full range of services offered both at the points of sale and via the portals.

## **5. Processing methods**

Data are processed by manual, digital and electronic means with logics strictly related to the purposes and, nevertheless, in such a way as to guarantee the security and confidentiality of the Data pursuant to current regulations.

## **6. Data retention**

The University will process the Data, including those collected by video surveillance circuits, for the time strictly needed to achieve the abovementioned purposes; with no prejudice to any retention terms established by law or regulations, including internal ones.

## **7. Categories of recipients**

Your Data can be communicated to external Companies/Entities to comply with legal or regulatory obligations, as well as to allow the performance of the service and/or the provision of the service you requested; in particular:

- Public and private Bodies or competent Authorities;
- Banking institutes;
- External Companies/Bodies for activities supporting the University in sending communications and information material;
- External Companies that support the University in enabling the purchase and delivery of products and services of the bookshops and the publishing house.

The subjects belonging to the categories to which the Data may be communicated, will process the Data and use them, as the case may be, as Data Processors specifically appointed by the Controller pursuant to the law, or as autonomous Data Controllers.

The list of appointed Data Processors is continuously updated and available at the University offices.

## **8. Transfer of personal Data outside the EU**

Data can be transferred to non-EU countries, in particular for services located outside the territory of the European Union (e.g. cloud storage). In that case, the Controller hereto assures that the transfer of Data will take place pursuant to the applicable legal provisions

## **9. Data Protection Officer, D.P.O.**

The University has appointed a Data Protection Officer, D.P.O., who can be contacted by email at [dpo@unicatt.it](mailto:dpo@unicatt.it)



## 10. Data subject's rights

As Data subject you have the right to:

- a. Ask the Controller to access the Data, their cancellation, the rectification of inaccurate Data, the integration of incomplete Data, as well as the restriction of processing in the cases set forth in Art. 18 of the GDPR;
- b. If the conditions for exercising the right to portability pursuant to Art. 20 of the GDPR are met, receive in a structured form, commonly used and machine-readable format the Data provided to the Controller and, if technically feasible, transmit it to another Data Controller without hindrance;
- c. Revoke consent given at any time;
- d. Lodge a complaint with a supervisory Authority (Garante per la protezione di dati personali).

Please note that the right to object, which Article 21 of the GDPR grants to the data subject for reasons related to his or her particular situation, in the event that the legal basis is the performance of a task in the public interest, or the legitimate interest of the Controller, as well as for the achievement of the purposes set out in Article 4 letter g) of this notice, remains unaffected.

Those rights may be exercised by registered mail, addressed to Università Cattolica del Sacro Cuore, Direzione Amministrativa (Office of the General Manager) – Privacy, Largo Agostino Gemelli 1, 20123, Milan, or by email to [dpo@unicatt.it](mailto:dpo@unicatt.it)

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