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Fiscal Code _____

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as

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☐ volume editor

☐ translator

of the work titled _____

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-

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Place and date _____

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Information notice on the processing of personal data related to the *License to publish form*

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Regulation EU 2016/679, the “General Data Protection Regulation” (hereinafter “GDPR”), provides that everyone has the right to the protection of personal data concerning them. In compliance with article 13 of the GDPR, the University of Trento provides the following information.

1. Data Controller

The Data Controller is the University of Trento, whose address is via Calepina 14, I-38122 Trento, and email: ateneo@pec.unitn.it; ateneo@unitn.it.

2. Contact information of the Data Protection Officer

The Data Protection Officer can be contacted at the following email address: rpd@unitn.it.

3. Purposes of processing and legal basis

The University of Trento processes personal data in the context of the execution of its institutional tasks exclusively for the purpose of:

- signing of the preceding *License to publish form* and possible establishment, exercise, or defense of a right in court;
- information, documents and institutional dissemination according to terms and methods indicated in the preceding *License to publish form* (e.g. creation, reproduction, processing and adaptation, publication, distribution, communication, dissemination and archiving of audio-video recordings, photographs and every other multimedia and paper material).

Within the aforementioned purposes, the legal bases that legitimize the processing are:

- the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (article 6, par. 1, letter b) GDPR);
- the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (article 6, par. 1, letter e) GDPR).

4. Categories of data processed

Ordinary personal data: personal identification data, contact details, signature (handwritten or digital), role of the data subject in relation to the work covered by the license to publish (author, volume editor, translator).

5. Nature of data provision

The provision of personal data is optional, but failure to provide them makes it impossible to proceed for the purpose indicated in the preceding *License to publish* form.

6. Data processing methods

The processing of personal data shall be carried out manually and/or by automated means by authorized staff. Personal data shall be processed lawfully, fairly and transparently, in a manner that is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed, ensuring integrity and confidentiality of data (article 5 (1), GDPR). No automated decision-making processes are used, and no profiling is carried out.

7. Scope of data circulation and categories of recipients

In pursuing the purposes described in paragraph 3 and by virtue of the legal bases referred to therein, personal data will be processed by the University staff appointed pursuant to Article 29 GDPR and by data processors appropriately appointed pursuant to Article 28 GDPR.

Personal data may be subject to communication and/or dissemination according to the terms and conditions provided in the preceding license (for example, through paper publications, closed-circuit projection, streaming transmission, radio and television broadcasting systems, institutional platforms of the University such as web portals and UniTrento social media channels).

Outside of these cases, personal data may be communicated to third parties only in the event of compliance with a legal obligation, a provision and/or request from the judicial authority, public security, or other public authority.

8. Transfer to countries outside the EEA

Pursuant to article 85 of the GDPR and articles 136 et seq. of Legislative Decree no. 196 of June 30, 2003, the provisions about transfer of data to third countries or international organizations, contained in Chapter V of the GDPR, do not apply to processing carried out solely for the purpose of publication and dissemination, even on an occasional basis, of articles, essays, and other expressions of thought, including in academic, artistic, and literary expression.

9. Data retention period

Personal data will be kept for the period necessary to achieve the aforementioned purposes and, in any case, for the time established by current legislation and/or the University's regulations regarding the management and storage of documentation produced by the University in the performance of its institutional activities.

For the purposes described in paragraph 3, and particularly for «possible establishment, exercise, or defense of a right in court», the license agreement will be retained for the entire duration of the interested party's copyright over the licensed work (pursuant to Law 633/1941 and subsequent amendments).

10. Rights of data subjects

At all times, the data subjects can exercise the rights referred to in article 15 et seq. of the GDPR:

- the right of access to personal data and to other information listed in article 15 of the GDPR;
- the right to rectification of inaccurate personal data and/or the right to have incomplete personal data completed;
- the right to erasure, except where the University has an obligation to store the data under article 17(3), of the GDPR;
- the right to restriction of processing where the cases listed in article 18 of the GDPR apply;
- the right of portability in the circumstances outlined in article 20 of the GDPR;
- the right to object to processing of personal data concerning them, where that is possible pursuant to Article 21 of the GDPR;
- the right to withdraw any consent given at any time, without this affecting the lawfulness of the processing based on the consent given before the withdrawal.

To exercise these rights, a form available on the University's webpage "Privacy and data protection" can be used and sent to the Data Controller's contact details listed above.

In case there is an infringement of the GDPR on the processing of personal data, data subjects have the right to lodge a complaint with a data protection authority or to engage in legal proceedings by virtue of article 77 of the GDPR.

Version of 21st August 2026