

Privacy Notice

Cli-Met International Intensive – Programme Palermo 2026:

Registration Form

Information on the processing of personal data pursuant to Article 13 of Regulation (EU) 2016/679 (GDPR)

This Privacy Notice concerns the processing of personal data collected in connection with registration for the **Cli-Met International Intensive Programme – Palermo 2026, taking place at the Department of Architecture of the University of Palermo from 11 to 17 November 2026.**

Personal data will be processed in accordance with the principles of lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity and confidentiality.

1. Data Controller

The Data Controller is:

Università degli Studi di Palermo

Piazza Marina 61

90133 Palermo, Italy

Email: rettore@unipa.it

PEC: pec@cert.unipa.it

Within the University, the **Internal Data Processing Manager for the Department of Architecture is Prof. Francesco Lo Piccolo**, Director of the Department.

2. Data Protection Officer

The Data Protection Officer (DPO) of the University of Palermo is:

Dr Antonino Pollara

Email: dpo@unipa.it

PEC: dpo@cert.unipa.it

3. Personal data collected

For registration and participation in the Palermo IIP, the following categories of personal data may be collected:

- first name and last name;
- email address;
- institution or organisation;
- country of institution or organisation;
- participant category;
- degree or doctoral programme, where applicable;
- intended participation in the full programme or selected teaching days;
- interest in academic or professional credit recognition;
- other information voluntarily provided by the participant that is relevant to the organisation of the programme.

Attendance information may also be recorded during the programme where necessary for participation management, certificates of attendance and academic or professional credit recognition.

Participants are requested **not to provide health information or other special-category personal data in general free-text fields.**

4. Purposes of processing

Personal data will be processed for purposes connected with the organisation and delivery of the Palermo International Intensive Programme, including:

- managing registrations and participation;
- communicating with registered participants;
- planning daily attendance and organisational requirements;
- organising catering and other logistical services, where applicable;
- managing certificates of attendance;
- managing academic or professional credit recognition, where applicable;
- carrying out administrative and reporting activities connected with the Cli-Met project and the University's institutional teaching, training and project activities.

Where statistical information on participation is required for project reporting, data will, wherever possible, be used in aggregated or anonymised form.

5. Legal basis and nature of the provision of data

The processing of ordinary personal data for the purposes set out above is based on **Article 6(1)(e) of the GDPR**, insofar as it is necessary for the performance of tasks carried out in the public interest in connection with the University of Palermo's institutional teaching, training and project activities.

Providing the information marked as required in the registration form is necessary to complete registration and manage participation in the Palermo IIP. Failure to provide the required information will make it impossible to complete registration.

Information expressly marked as optional does not need to be provided.

6. Methods of processing and Microsoft Forms

Registration data will be collected electronically through **Microsoft Forms**, using the University of Palermo's institutional Microsoft 365 environment, and may subsequently be processed through other authorised University systems and files where necessary for the organisation and administration of the programme.

Personal data will be processed using appropriate technical and organisational measures designed to protect them against unauthorised access, disclosure, alteration, loss or misuse.

7. Recipients of personal data

Personal data may be accessed by University personnel and other persons authorised to process the data, insofar as access is necessary for the organisation and administration of the Palermo IIP.

Data may also be processed by service providers acting on behalf of the University under the applicable data-protection arrangements, including providers of institutional information technology services.

Personal data collected through the registration process will not be made publicly available.

Where the processing of personal data involves transfers to countries outside the European Economic Area, any such transfers will take place in accordance with the applicable provisions of the GDPR.

8. Data retention

Personal data will be retained only for the period necessary to organise and manage the Palermo IIP and to fulfil applicable administrative, legal and project-related obligations.

Information forming part of attendance, certification or academic or professional credit records may be retained for the longer periods applicable to those institutional records.

Other registration information will be retained only for as long as necessary for the purposes for which it was collected, in accordance with the principles of data minimisation and storage limitation.

9. Rights of data subjects

Under Articles 15 and following of the GDPR, data subjects may exercise the rights applicable to their circumstances, including:

- access to their personal data;
- rectification or completion of inaccurate or incomplete personal data;
- erasure, where applicable;
- restriction of processing;
- data portability, where applicable;
- objection to processing, where applicable.

The exercise of these rights is subject to the conditions and limitations established by the GDPR. In particular, a request for erasure may not be granted where continued processing is necessary to comply with a legal obligation, perform institutional tasks or establish, exercise or defend legal claims.

Requests may be addressed to the Data Controller at:

Email: rettore@unipa.it

PEC: pec@cert.unipa.it

or by post to:

Università degli Studi di Palermo

Piazza Marina 61

90133 Palermo, Italy

Data subjects may also contact the University's Data Protection Officer at dpo@unipa.it.

Data subjects have the right to lodge a complaint with the competent supervisory authority, the **Garante per la protezione dei dati personali**.

11. Automated decision-making

Personal data collected in connection with registration for and participation in the Palermo IIP will **not be used for automated decision-making or profiling**.