

**Selection code: 368/2022**

PUBLISHED ON THE UNITN WEBSITE ON 20<sup>th</sup> September 2022- **deadline: 11<sup>th</sup> October 2022 at 12:00 p.m.**

**SELECTION PROCEDURE, BASED ON QUALIFICATIONS AND SELECTIVE TESTS, FOR THE RECRUITMENT OF 1 TECHNOLOGIST – PURSUANT TO ARTICLE 24 BIS OF LAW N. 240 OF 30<sup>th</sup> DECEMBER 2010 – ON FULL-TIME FIXED-TERM CONTRACT FOR 36 MONTHS, IN THE CATEGORY EP, FINANCIAL POSITION EP1, IN THE ADMINISTRATIVE AND MANAGEMENT AREA, AT THE RESEARCH SUPPORT DIVISION OF THE DIRECTORATE OF RESEARCH SERVICES AND VALORIZATION OF THE UNIVERSITY OF TRENTO AND FINANCED UNDER THE MINISTERIAL DECREE N.737 AZIONE D CUP N. E65F2100418000 THROUGH THE FUND 40103914.**

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#### **THE HUMAN RESOURCES AND ORGANIZATION DEPARTMENT DIRECTOR**

- Having regard to the law no. 590 of 14th August 1982, and in particular the TITLE III regarding the institution of Trento University;
- Having regard to the D.P.R. no. 445 of 28th December 2000, as amended, concerning provisions in the field of administrative documentation;
- Having regard to the law no. 241 of 7th August 1990, as amended, concerning new regulations on administrative intervention and the right to access administrative documents;
- Having regard to Legislative Decree no. 165 of 30th March 2001, as amended, concerning general labour regulations for employees of public administrations;
- Having regard to Legislative decree no. 198 of 11th April 2006, the “Equal opportunities between men and women Code”;
- Having regard to Regulation UE 2016/679 “Regulation on the protection of personal data”;
- Having regard to Legislative decree no. 196 of 30th June 2003, “Personal Data Protection Code” as modify by Legislative decree no. 101 of 10th August 2018;
- Having regard to Legislative decree no. 82 of 7th March 2005, as amended, and especially article no. 65;
- Having regard to Law no. 104 of 5th February 1992 “Law No. 104, Outline Law for the Care, Social Integration and Rights of the Disabled”, and in particular article no. 20 “Exam tests in public competitions and for professional qualifications”;
- Having regard to the Presidential Decree no. 487 of 9th May 1994, as amended, “Regulation regarding access to public administration employment and ways of carrying out selection procedures, open

competitions, and other forms of hiring in the public sector” as applicable given the subparagraph 13 of article no. 70 of the Legislative decree no. 165 of 30th March 2001;

- Having regard to Council of Ministers Presidential Decree no. 174 of 7th February 1994 “Regulation setting out laws on the access of EU member state citizens to employment in the Public Administration”;
- Having regard to Legislative Decree no. 81 of 15th June 2015 “Job contract rule system and review of the laws regarding jobs in accordance with article 1, comma 7, of law no.183 of 10th December 2014, and in particular under section III “fixed-term employment”;
- Having regard to the Legislative Decree no. 101/2013, converted into law no. 125/2013 having as object “Urgent provisions for the realization of the Public Administrations rationalization”;
- Having regard to the Law no. 240 of 30 December 2010 on the “Regulations on the Universities organization, academic staff and recruiting, as well as the delegation to the Government to incentivize the quality and efficiency of the university system” and in particular article 24 bis introduced in the Legislative decree no. 5 of 9th February 2012, converted into law no. 35 of 4th April 2012 relative to “Urgent provisions on simplification and development” and in particular article 24 bis;
- Having regard to the National Labour Collective Agreement of 19th April 2018 of the education and research sector 2016-2018 and the National Labour Collective Agreement of the university sector 2006/2009 of 16th October 2009 and the 2-year fiscal period 2008/2009 of 12th March 2009;
- Having regard to the Charter of the University of Trento enacted with the Rectoral Decree no. 167 of 23rd April 2012;
- Considering the Regulation for the establishment of fixed-term employment relationships, approved and emanated with Rectoral Decree no. 527 of 22nd July 2016 and in particular under section III “Particular provisions pertinent to the figure of the technologist”;
- Having regard to the ordinance of the Minister of Health of 25 May 2022, issued in implementation of the Legislative Decree n. 36/2022 and published in the Official Gazette no. 126 of May 31, 2022;
- Having regard to the deliberation of the Board of Directors n. 06 of 26th November 2020 containing the rules for adapting the procedures for the recruitment of technical and administrative personnel in the context of pandemic emergency;
- Considering the decree of the Directorate General no. 75 of 15th May 2012 regarding the introduction of an application fee for fixed-term employment selections;

- Considering the decree of the Directorate General no. 13 dated July 19, 2022 with which the number of positions of both fixed-term and permanent technical and administrative staff and their assigned structures was identified, in reference to the sixth hiring manoeuvre for the year 2022;
- Considering the implementation laws approved with the Legislative decree no. 142 of 18th July 2011, relative to the delegation to the Autonomous Province of Trento for what concerns the University;
- Considering the deliberation of the Provincial Council no. 968 of 27th May 2022 regarding the stability pact between the University of Trento and the Autonomous Province of Trento;
- Having ascertained the relative financial availability on the estimated budget for the current year and the nature of external financing of the resources through which to bear the costs related to the recruitment;
- Considering that the selection referred to in this notice is aimed at covering no. 1 position of technologist, with a fixed-term contract at full time in the category EP, economic position EP1, in the administrative and management area, financed by third parties under the regulation in force, in particular, by funds for research projects funded by the European Union or by other public and private bodies and organizations;
- Considering the operational objective defined in the Integrated Plan of Activities and Organization (PIAO) 2022 for the Research Support Division, relating to the "reorganization of the Research Support Service Office", to be integrated with specialized technologist figures;
- Considering that the Administration has verified that the position cannot be efficaciously filled through the scrolling of current ranking list of previous competitions and/or selections as no currently valid ranking list contemplates professional skills compatible with those to be sought with this selection;

## ORDERS

### ART. 1 – SELECTION PROCEDURE

The University of Trento is organizing a selection procedure, based on qualifications and selective tests, for the recruitment of 1 technologist – pursuant to article 24 bis of law n. 240 of 30<sup>th</sup> December 2010 – on full-time fixed-term contract for 36 months, in the category EP, financial position EP1, in the administrative and management area, at the Research Support Division of the Directorate of Research Services And Valorization of the University of Trento and financed under the ministerial decree n.737 AZIONE D CUP n.

E65F2100418000 through the fund 40103914. The activity will be carried out mainly in support of the development of research projects of the Department of Cellular, Computational and Integrative Biology (CIBIO).

**Description of the activities and requested profile:**

The selection aims at the recruitment of a technologist figure to provide specialized support for the development of project proposals, individual or collaborative, to be presented in the framework of local, national, European and international competitive funding programs, in particular in the Life Sciences area. (LS).

The expected tasks for the figures that will be selected are:

- constant monitoring of funding opportunities and research policies in the LS area;
- promotion of funding opportunities and awareness raising on issues transversal to research also through training and information events;
- targeted assistance in the development of competitive project proposals, in particular in the LS area on:
  - 1) “intelligence gathering” activities aimed at gathering information on policies, directives, strategies and previous funding in the sector relating to the theme of the proposal;
  - 2) drafting of the budget;
  - 3) technical support for the drafting of the different sections of the project proposal;
  - 4) guidance on transversal aspects such as Impact, Integrity and Ethics, Open Science, privacy, IPR, gender equality, citizen science, public engagement;
- support in the creation, consolidation and management of the partnership during the planning phase;
- promotion of the participation of research groups in international and European networks/groups of experts;

**ART. 2 – REQUIREMENTS FOR ADMISSION TO THE SELECTION**

In order to be eligible for admission to the selection referred to in the previous art. 1, the candidates must possess the following requirements:

a) Educational qualification:

A second-cycle italian degree (*Laurea magistrale/Specialistica/a ciclo unico*) or an italian degree awarded pursuant to legislation in force before the coming into force of Ministerial decree 509/1999 in equivalent degree programs under the Ministerial Decree of 9th July 2009 as described in the

equivalency table that can be found at the following link <https://www.unitn.it/ateneo/411/area-staff-tecnico-amministrativo-e-dirigente>

or

A foreign degree recognized as equipollent to the aforementioned, according to international agreements or current legislation. In this case, the candidate must submit the University deed that declared the equipollence of the qualification obtained abroad or, only for cases of equipollence provided for by specific international agreements, cite the details of the latter;

or

A foreign degree recognized as equivalent to the aforementioned, for the sole purpose of this selection. In this case, A self-certification must be attached to the participation application, in which the candidate declares to have started the procedure for obtaining the Declaration of equivalence *Dichiarazione di equivalenza* issued by the Department of Public Administration *Dipartimento della Funzione Pubblica*. The candidates who follows this procedure will be provisionally admitted to participate in the selection. The presentation of the Declaration of equivalence *Dichiarazione di equivalenza* is in any case essential for any possible recruitment. Alternatively, the candidate may present the equipollence decree.

### ***Together with***

**A PhD title in the fields of research in Biology or Biotechnology, awarded by an Italian university, or an equivalent / equipollent recognized qualification obtained abroad.**

- b) Italian citizenship or citizenship of one of the member states of the European Union (they are equated to italians citizens who do not belong to the Republic) or citizenship of third countries as long as the candidates are in the condition provided for by the article 7 of Law no. 97 of 6th August 2013.

The candidates who can participate to the selection are:

- the citizens of EU Member States;
- the relatives of the citizens of EU Member States, who are not citizens of an EU Member States, as long as they are holders of the right of residence or the right of permanent residence;

- the citizens of other States, provided that they have a CE residence permit for long period residence, or that they have the refugee status, or that they have the subsidiary protection status.
- c) full enjoyment of Civil and Political Rights;
- d) meet any obligations under national laws on military service for citizens who are subject to military service.
- e) not having received criminal convictions, which have become final, for crimes that involve disqualification from public offices.

Candidates will not be allowed to participate in the selection procedure if they have been dismissed due to disciplinary reasons, removed or discharged from a position in Public Administration due to persistent low performance, or have lost the right to hold a public position because it was achieved through the presentation of false documents or vitiated due to an incurable invalidity in accordance with article 127 (first subparagraph, letter d) of the Consolidation Act approved by Presidential decree no. 3 of 10th January 1957. Candidates may not participate in the competition if they have been dismissed or lost rights in accordance with article 1, comma 61, of Law n. 662 of 23rd December 1996.

Those who, at the time of submitting the application, are spouses, or have a degree of kinship within the fourth degree of consanguinity or affinity included, with the Rector, with the Director General or a member of the Board of Directors of UNITRENTO.

Foreign citizens must meet the following requirements:

- Enjoyment of political rights in their home country or country of origin;
- Fulfilment of all obligations, with the exception of possession of Italian citizenship, that are required for Italian citizens;
- Have an adequate knowledge of the Italian language; said knowledge will be evaluated through the examinations.

The aforementioned requirements must be held by the deadline for the presentation of the application for admission to the selection.

The Administration may order, at any moment, by means of a justified decree, the exclusion of a candidate from the selection due to a lack of fulfilment of the previously stated requirements.

### ART. 3 – APPLICATION GUIDELINES

The application for admission to the selection must be submitted by accessing the internet and using exclusively the online compilation and submission method that UNITN makes available to candidates.

In order to access the online application form, candidates are invited to go to the University website [www.unitn.it](http://www.unitn.it) and click on the following links:

Ateneo → Work with us → Area for Technical, Administrative, Management Staff and Linguistic Experts → New calls.

Once the candidate has reached the webpage with the desired call for applications, accessed by clicking on the link with the relative code number, he or she will be able to access the online application system.

Please note that candidates will be requested to send a copy in PDF or JPG of a valid form of identity document as well as any other documentation that they intend to attach to the application.

Candidates will also be required to furnish all declarations required in the application form, taking personal responsibility for and in accordance with articles 46 and 47 of the Presidential Decree no. 445 of 28th December 2000, aware of the loss of any eventual benefits obtained and of the sanctions foreseen in articles 75 and 76 of the aforementioned decree in the event of false declarations or qualifications or the forgery of documentation.

**Candidates must pay a non-refundable fee amounting to € 10.00 by means of:**

1. Bank transfer to the account of the University Treasury c/o Banca Popolare di Sondrio – Piazza Centa, 14 – Trento

Banking Coordinates - IBAN	SWIFT
IT44P0569601800000003106X58	POSOIT22

2. Through payment made at one of the branches of Banca Popolare di Sondrio

Please note that the following must be indicated as the reason for payment:

Surname / Name / 368/2022/ "contributo per la partecipazione"
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The candidate is also required to attach, in the online application system, a copy (in PDF or JPG format) of the receipt of the bank transfer or cash payment.

The date of submission of the application will be certified by the computerized system. The system will not allow for the submission of applications after the final submission deadline.

It is necessary that the candidate monitor the email account utilized during the application period and ensure that it remains active for the purposes of receiving any communications relating to the selection.

For any information about the contents to be included in the online application or about the technical operation of the application system, the candidate may make use of the online support available within the application procedure, and/or the support of the Ufficio Concorsi e Selezioni (Competitions and Selections Office) of UNITN.

The Competitions and Selections Office, located in Via Verdi, 6 - 38122 Trento, is open to the public during the following times:

Mon/Fri 9.00 – 13.00

And can be reached at:

Phone number: 0461 28 28 08

0461 28 31 13

0461 28 35 50

fax: 0461 28 70 09

Email address: [concorsi@unitn.it](mailto:concorsi@unitn.it)

Certified Institutional Email Address: [ateneo@pec.unitn.it](mailto:ateneo@pec.unitn.it)

The Administration declines all responsibility for the loss of any communication due to the candidate having provided incorrect contact information or due to a lack, or delay, in the communication of a change in address (home or email) from the address indicated in the application or for any problems relating to the post or telephone or in any way due to third parties, unforeseen circumstances or force majeure.

#### **ART. 4 – ATTACHMENTS TO THE APPLICATION AND INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS**

For the purpose of assessing the qualifications, the candidate must submit the documents certifying possession of the qualifications, scanned in PDF format.



In lieu of submitting the aforementioned documents, the candidate may submit a substitutive declaration of certification by completing the associated online form, taking into consideration that the following qualifications can be self-certified: degrees or professional qualifications held by the candidate; completed exams; specializations, licensing, training, refresher courses and/or technical qualifications, enrolment on a registry, being on Public Administration lists, or membership in a professional order.

The candidate is invited to punctually fill in the spaces provided in the electronic form to document the experiences and / or qualifications in relation to the profile of this announcement. **Please note that any attached curriculum vitae will not be taken into consideration**

Simply referencing documents and publications previously submitted to the University is not permitted.

**The aforementioned declarations must be written out analytically so that the Commission can easily evaluate the qualifications that they reference**

The Administration will carry out checks, even on a random basis, on the veracity of the declarations that have been made; criminal penalties are foreseen in article 76 of the Presidential Decree no. 445 of 28th December 2000 for alleged falsification of documents and fraudulent statements.

Regarding the final mark of the degree, required for admission to the selection procedure, the final mark declared in the space provided on the online application form will be accepted as valid. It is not necessary to include a copy of the applicant's diploma.

A copy in PDF or JPG of a valid form of identification (front and back side) must be attached to the application. This should preferably be the same which the candidate will present during the exam.

## **ART. 5 – ELIGIBLE QUALIFICATIONS**

1/3 of the total points will be assigned to qualifications; as there are 90 total points, 30 are reserved for qualifications.

The categories of eligible qualifications and relative maximum point value are:

- A. Educational qualification (with consideration given to the final mark / grade point average);  
**up to a maximum of 10 points**

- B. professional experience (subordinate or subcontracted employment) in the public sector, private sector, or experience in the professional, entrepreneurial, craft, or commercial sectors carried out as a freelance in accordance with the regulations for the aforementioned activities;

**up to a maximum of 12 points**

- C. Certificates of qualification and / or specialization issued following attendance of professional training courses organized by public administrations or private bodies

**up to a maximum of 3 points**

- D. Professional and cultural qualifications, other than those referred to in points B and C but from which it is still possible to deduce professional aptitudes in relation to the job position object of this announcement (e.g. teaching or attendance at conferences and study seminars, other qualifications other than those provided for access to the category, PhD (further than the admission title), specialization, etc.)

**up to a maximum of 5 points**

The evaluation of the pertinence of the qualifications to the required profile, referred to in the above categories B), C) and D) will be determined using the following multiplication factors: 100%, 50%, 25%, 0%, also taking into consideration how up-to-date the qualifications are.

The Commission will establish the evaluation criteria for the attribution of point values during their first meeting.

**The Commission will not evaluate qualifications wherein all elements and data necessary for their evaluation are not indicated**, for example the start or end dates of employment.

## ART. 6 – EXAMINATION AND EXAMINATION CALENDAR

The selective tests, aimed at ascertaining the candidate's degree of specific aptitude in relation to the job position object of this announcement, consist of a **written examination** and an **oral examination**.

The **written examination**, which will be carried out on computers and in English language, will focus on two or more of the following topics:

- Knowledge of the main local, national, European and international research funding programs and of the related regulatory frameworks;

- Methods and processes to support Research and Innovation activities, in particular in the Life Sciences (LS) area;
- Knowledge of aspects concerning Impact, Integrity and Ethics of research, Open Science and personal data management in research activities;
- Methods and supporting processes during the definition of project agreements and management of relations with funding bodies, up to the eventual signing of the Grant Agreement;
- techniques and work tools in a multidisciplinary team, collaborating and sharing their skills, orienting them to problem solving.

To access the oral examination, the candidate must have achieved a pass in the written examination (21/30)

The **oral examination** will focus on two or more subjects of the written examination; a discussion and an in-depth study of the written paper are also foreseen.

During the oral exam, in addition, the following will also be assessed:

- The excellent knowledge of the English language
- Aptitude for problem solving
- The knowledge of the statutory regulations “Statuto dell'Università degli Studi di Trento” and the organization of the University of Trento.

The Commission will also proceed to verify the aptitudes and professional maturity of the candidate in relation to the position to be filled.

The oral examination is considered passed with a grade equal to or greater than **21/30**.

The tests may possibly take place electronically; this assessment will be carried out on the basis of the progress of the ongoing epidemiological situation and the progress of the legislation in force, aimed at containing it.

**THE CALENDAR OF THE SELECTIVE TESTS AND THE RELATIVE VENUES WILL BE PUBLISHED FROM THE DAY 14<sup>TH</sup> OF OCTOBER 2022 THROUGH PUBLICATION ON THE UNIVERSITY PORTAL.**

**N.B.:** It should also be noted that at the address <http://www.unitn.it> , candidates will be able to check for any publication of notices regarding the selection in question, as well as the results of the tests.

**N.B** To access the oral examination, the candidates must have achieved a pass in the written examination (score equal to or greater than 21/30) and can verify their admission to the oral examination at the address <http://www.unitn.it>

**The publication of the calendar of the selective tests, in the manner indicated above, has the value of notification to all effects, for all purposes**

**The absence of the candidate from one of the two examinations will be considered as a renunciation of the selection whatever the cause might be**

In order to be admitted to the exam, candidates must have a valid form of identification in their possession. In order to expedite the identification process, that form of identification should preferably be the same that was attached to the application as a copy and should be exhibited when asked.

The following documents are considered valid, in accordance with Presidential decree no. 445 of the 28th December 2000: national I.D. card, passport, driver's license, nautical license, pension booklet, license to run heating plants, gun permit, I.D cards issued by a Government Administration if containing a photograph and official stamp or equivalent marking.

The Commission has 60 points for the evaluation of the written and the oral examination: 30 points for the written exam and 30 points for the oral exam. The exam is considered passed should the candidate receive a final score that is **not less than 21/30 in each of them**.

The judging Commission sessions are open to the public while the oral exams are in progress.

At the end of each session dedicated to the oral examination, the judging Commission will form a list of the examined candidates and assign a score to each one.

The final list with the results will be posted on the same day at the headquarters of the human resources and organization department in Via Verdi, 6 38122 Trento and published on the University portal.

Pursuant to art. 20 of Law 104/1992, the person with a disability takes the examination tests with the use of the necessary aids and in the additional time that may be necessary in relation to the specific handicap. Pursuant to art. 3, paragraph 4-bis of the Legislative Decree n. 80 of 9 June 2021, converted with amendments by Law no. 113 of 6 August 2021, and the Ministerial Decree of 12 November 2021, the person with specific learning disabilities (SLD) can take advantage of the compensatory measures provided for by the legislation.

## **ART. 7 – FORMULATION AND APPROVAL OF THE RANKING LIST**

The ranking of qualified candidates will be in decreasing order, resulting from the sum of the total points received for qualifications and the scores received in the written and oral exam.

In the event that candidates receive the same amount of total points, the younger candidate will move ahead on the list.

The official documentation resulting from the selective examinations and the list of qualified candidates will be approved by determination of the Director of the Department of Human Resources and Organization.

The merit ranking list will be publicly announced on the University website, at the address indicated above and published in the Official Register of the University.

The time limit for appeals dates from the publication in the Official Register of the University.

## **ART. 8 –DOCUMENTATION REQUIRED IN ORDER TO ESTABLISH AN EMPLOYMENT RELATIONSHIP**

The decision by the University to establish a fixed-term employment relationship will be formally communicated to the interested party.

In the event that the selected candidate does not present his or herself for service within 5 days of the date indicated on the official notice, the University will remove the candidate's name from the list. The contract, even if already signed, will be automatically considered null and void. The establishment of a fixed-term employment relationship is contingent on the verification of the possession of the aforementioned requirements.

At the time of the individual contract signing, the Administration will invite the selected candidate to sign the substitutive declarations of certification, attesting to the possession of the requirements necessary for job eligibility.

The Administration reserves the right to submit the candidate selected to a medical examination in accordance with current laws.

## **ART. 9 – ESTABLISHMENT OF A FIXED-TERM WORK RELATIONSHIP**

The personnel hired under the fixed-term contract in the position of technologist, as per this call for applications, have the terms and conditions of the collective labour agreement for category EP, economic position EP1 of

university personnel applied to them, relative to the period of work carried out for this Administration, with the specifications of article 22 of the National Collective Labour Contract (CCNL), University section, Directorial Decree 16.10.2008 and the remuneration as specified in the two year economic period 2008-2009 as per Directorial Decree 12.03.2009, plus additional items as per the CCNL and ICC specifications in force.

The employment relationship will automatically terminate, without the right to forewarning, at the end of the time period indicated in the individual contract or in the event of any cause that may determine the termination of service, if prior to the date indicated in the contract.

In no case can the fixed-term employment relationship become permanent contract.

Pursuant to article 5 of Law no. 241 of 7th August 1990, the person in charge of this public selection is Mr Leonardo Facchini, Department of Human Resources and Organization, University of Trento, Via Verdi 6 – 38122 Trento, Phone number: 0461 28 35 50; fax: 0461 28 70 09; e-mail: concorsi@unitn.it

#### **ART. 10 – REFERRAL TO LAWS IN FORCE FOR THE COMPLETION OF THE SELECTION**

The provisions of all relevant laws and regulations in force shall apply for anything not already provided for in this call for applications.

*Dott. Mario Depaoli*

This document, if sent in paper form, is copy of the digital original digitally signed prepared and held at University under artt. 3 bis e 71 D.Lgs. 82/05. The handwritten signature is replaced by the stamping of the name of the person responsible (art. 3 D. Lgs. 39/1993)
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## Attachment 1

### Information on the processing of personal data in the context of competitive and selection procedures.

Regulation (EU) 2016/679, the "General Regulation on the protection of personal data" (hereinafter "GDPR") provides that everyone has the right to the protection of personal data concerning him or her.

In compliance with articles 13 and 14 of the GDPR, the University of Trento provides applicants on competitive/ selection procedures held by the University (hereinafter "data subjects") with the information below.

Specifically, all calls for tender aimed at recruiting technical-administrative, teaching and research staff, both temporary and permanent, are included, as well as selections of contract professors, research fellows, scholarship holders and collaborators.

#### 1. Data Controller

The Controller is the University of Trento, via Calepina n. 14, 38122 Trento (TN); email: [ateneo@pec.unitn.it](mailto:ateneo@pec.unitn.it); [ateneo@unitn.it](mailto:ateneo@unitn.it).

#### 2. Contact details of the Data Protection Officer

The Data Protection Officer can be contacted to request information on personal data at the following email address: [dpo@unitn.it](mailto:dpo@unitn.it).

#### 3. Purpose of the processing and legal basis

The University of Trento processes personal data, including special categories of data and judicial data, for the performance of its public interest tasks and for the fulfilment of legal obligations to which the Data controller is subject, exclusively for the following purposes:

- to manage the competitive/selection procedures (article 6 (1), let. e) GDPR);
- to manage aids and extra time during the tests (article 9 (2), let. g) GDPR);
- to check the truthfulness of self-declarations written in accordance with DPR 445/2000 (article 6 (1), let. c) and article 10 GDPR);
- to complete the recruitment procedure, with related mandatory communications;
- to establish, exercise or defence of legal claims (art. 9 (2), let. f) GDPR; articles 6, par. 1, let. e) and 10 GDPR).

#### **4. Categories of personal data concerned**

Personal data: name and surname, date and place of birth, tax code, nationality and citizenship, Municipality of registration in the electoral roll, contact details (phone number, residential and/or domicile addresses, email address), qualifications, data suitable for detecting knowledge, skills, abilities in the training and professional field; special categories of personal data: health data of the participant and/or of participant's family members, also inferable from any preference titles, personal data relating to criminal convictions and offences.

#### **5. Data source**

Personal data are collected both from the data subjects and from other sources, i.e. public administrations, criminal records.

#### **6. Nature of the provision of data**

The provision of personal data is essential for the admission to the competitive/selection procedure and failure in providing it precludes participation in them. The provision of personal data to benefit from additional aids and time during the tests is optional and failure in providing it makes it impossible for the Administration to guarantee them.

#### **7. Data processing methods**

The processing of personal data shall be carried out manually and by automated means by authorised staff, according to their tasks. Personal data shall be processed lawfully, fairly and transparently, confidentially, in a manner that is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (GDPR, article 5(1)). No profiling is carried out, and decisions are not taken by automated means.

#### **8. Categories of recipients**

In addition to the university staff acting for the abovementioned purposes, personal data can be disclosed to other public and private third parties to correctly fulfil the mentioned purposes.

While providing services necessary to the fulfilment of the abovementioned purposes, any body/entity processing personal data on behalf of the University will be appointed as Data Processor as per article 28 of GDPR.



To this end, the company Anthesi S.r.l., with headquarters in via Segantini 23, 38122 Trento (TN), has been appointed as Data Processor for the online management of registrations for the competitive/selective procedure through elixForms online-platform.

Apart from these cases, personal data may be disclosed to third parties only in compliance with a legal obligation and/or a provision of the Judicial Authorities.

Some personal data may be published on the relevant section of the University website in compliance with legal obligations established by the sectoral legislation.

If, for the aforementioned purposes, personal data have to be transferred to non-EU countries, the data transfer will be carried out within the limits and under the conditions defined in articles 44 et seq. of the GDPR, or according to an adequacy decision of the European Commission and, in its absence, adequate guarantees.

## 9. Data retention period

Personal data are stored for the time necessary to fulfil the abovementioned purposes, and in any case, as long as it is mandatory by law. In any case, data will be stored for the time required by the current legislation and/or by the University regulation for the management and conservation of the documentation arising from the performance by the University of its institutional activity.

## 10. Rights of the data subjects

The data subject shall exercise the rights referred to in article 15 et seq. of the GDPR at any time. In particular, data subjects have the following rights:

- **right of access** to his/her own personal data and to other information as mentioned in article 15 of GDPR;
- **right to rectification** of his/her own personal data when inaccurate and/or their **integration** when incomplete according to article 16 of the GDPR;
- **right to erasure** of his/her own personal data, except when the University is obliged to data storage to comply with article 17 (3) of the GDPR;
- **right to restriction of processing** as per article 18 of GDPR;
- **object to processing** of personal data concerning him or her when allowed according to article 21 of the GDPR.

To exercise their rights, data subjects can use the form available on the University web page "[Privacy and data protection](#)" and send it to the Data Controller (see contact details 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 the Italian data protection authority or to engage in legal proceedings by virtue of article 77 of the GDPR.