

**DATA PROTECTION POLICY INFORMATION**  
**pursuant to Article 13 of Regulation (EU) 679/2016**

Dear User,

The present privacy policy is provided pursuant to art. 13 of EU Regulation 2016/679 on personal data protection. This statement describes the purposes and means of processing the personal data collected through our website, in particular from the webpage <https://highereducation-muner.it/registration-form/> should you intend to register to our School for higher education on Future of automotive for intelligent mobility.

Therefore, the present privacy policy pertains only to personal data collected in case of access to our website and to the webpage <https://highereducation-muner.it/registration-form/> and not to other websites and/or applications accessed by the user via links to external webpages authored by third parties.

We value your privacy and are committed to protecting your personal data, please read this privacy policy carefully as it will allow you to make aware, free, informed decisions when filling in our registration form to apply for the training course and to buy goods and services.

**DATA CONTROLLER**

The Data Controller for the personal information collected through our website for the purposes under paragraph 1, 2 and 4 of the section “Details on personal data processing” is Muner, based in 10 via Vivarelli, 41125 Modena (MO) - ITALY, VAT No: 03747140360, e-mail: [muner@motorvehicleuniversity.com](mailto:muner@motorvehicleuniversity.com), Phone: +39 059 2056311

The Data Controller for the personal information collected from the “Invoicing details” fields shown on the “Registration” webpage in order to apply for the training course and for the purposes under paragraph 3 of the section “Details on personal data processing” is Romagna Tech S.c.p.a., based in 49, C.so Garibaldi – 47121 Forlì (FC) - ITALY, VAT No: 02327720401, Phone: +39.0543.32087; Fax +39 0543 33445, email: [privacy@romagnatech.eu](mailto:privacy@romagnatech.eu)

For further information or clarifications, please contact the above mentioned Data Controllers at any time through the details contained in this policy or shown on the “Contact” page.

**PERSONAL DATA**

The personal data subject to processing are provided directly by you or, in case of usage data, collected automatically when visiting our webpages. The section “Details on personal data processing” contains useful information about the personal data processed for the intended purposes.

The Data Controller or Data Processor may use Cookies or other tracking technology for the purposes stated in the Cookie Policy.

By submitting your application and making payment you accept to take any responsibility for the accuracy and reliability of the data submitted and, where relevant, ensure you have permission to disseminate third party personal information, thus releasing the Data Controller from any liability.

**DETAILS OF PERSONAL DATA PROCESSING**

Your personal data shall be processed for the purposes outlined below.

**1. Managing information, assistance or contact requests**

Optional and voluntary submission of email messages to the addresses provided on this website will imply the acquisition of any information required to handle your enquiries, as well as any personal data contained in such messages.

The specific purpose of processing for such data is to manage your information, assistance request or any other enquiry received through contact forms and e-mail addresses provided on our website.

The lawful basis for processing is 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. The provision of your personal data for the purpose stated above is optional, however failing to provide such data may make it impossible for us to implement your request and contact you.

**2. Managing applications for the School for higher education on Future of automotive for intelligent mobility**

Should you decide to apply for the School for higher education on Future of automotive for intelligent mobility (May 24 – June 5, 2020), Muner, as Data Controller, will require you to provide information such as: first name, family name, date of birth, nationality, contact details (phone number and e-mail address), your choice whether to use transport services and be accommodated in a single or double room. Only in case you choose accommodation

in a double room, we will ask you to state your gender for organisational reasons, i.e. the allocation for double rooms. The provision of such data is strictly connected to the implementation of the service requested and to the performance of the contract you have entered, as it will serve as a lawful basis for processing. Failing to provide your personal data, in particular the mandatory data marked by an asterisk, or providing inaccurate information, will make it impossible to fulfil the contract.

You may also choose to provide non-mandatory information, which will be processed only to ensure optimal organization of training courses and any connected services. For example, you may provide information about your previous education, any affiliation, your sphere of competence, how you were informed about this course and inform us of any dietary requirements for meals. Some optional sections of the Registration form include free-test boxes, therefore you may choose to provide us with special categories of data, such as information about your religious beliefs or other beliefs, and physical health (in particular if you decide to advise us of your dietary requirements). We kindly ask you to avoid providing specific information unless you deem it absolutely necessary. Since providing such data is completely optional, it shall be considered as an expression of your full agreement for processing, which you state to provide upon completing your registration. In any case, the Data Controller ensures that any specific information provided shall be processed only where it is strictly necessary to handle your requests.

### **3. Managing registration fees for the School for higher education on Future of automotive for intelligent mobility**

In order to apply for the School for higher education on Future of automotive for intelligent mobility, you will be required to provide for further information under the “Invoicing details” section to allow the payment of registration fees and receive the relevant accounting documents showing your details. In particular, you will be asked to provide us with your first name, family name and full postal address.

The provision of such data is strictly connected to the performance of the contract you have entered and will enable Romagna Tech to meet appropriate administrative, fiscal and accounting requirements. Consequently, failing to provide the mandatory data marked by an asterisk, or providing inaccurate information, will make it impossible to fulfil the contract.

You may also choose to provide non-mandatory information, which will be processed only to ensure that accounting documents are issued with your fiscal details. For example, you may provide us with your VAT number, fiscal identification number, electronic data interchange (SDI), regular and certified e-mail address (PEC).

Payment service providers allow to process payments through PayPal, knowing that information used for payment is acquired directly by the requested payment service provider without being processed by the Data Controller. For further information about data processed upon payment, please refer to the privacy statement of the service provider available on <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full> as well as their terms of service available on [https://www.paypal.com/uk/webapps/mpp/ua/guest-tnc?locale.x=en\\_GB](https://www.paypal.com/uk/webapps/mpp/ua/guest-tnc?locale.x=en_GB)

### **4. Statistical information and reports on service operation**

When browsing our website some data are automatically collected, i.e. navigation data. The computer systems and software procedures used to operate this website acquire, during their normal operation, some personal data whose transmission is implicit in the use of Internet communication protocols.

The purposes of processing for such specific data, also pursued using technical cookies, are the collection of aggregated statistical information about the use of services (most visited pages, number of visitors per time-slot or day, etc.) and any report on the correct operation of the website and any available service.

Some of the data automatically collected while visiting our website are necessary to provide web services.

### **RECIPIENTS**

Your personal data shall be processed by the Data Controller’s employees for the purposes stated under the previous section of this policy. Employees have been appointed and authorised to perform data processing and they are committed to or under a legal obligation to confidentiality.

Your personal data may be transmitted to third parties appointed as Data Processors, who is in charge of processing data on behalf of the Data Controller. Data Processors can be entities whose interaction is necessary to provide services, e.g. hosting providers, e-mail service providers, third parties in charge of maintaining network devices and electronic communication networks, payment service providers such as PayPal for e-payments activities.

With respect to the processing intended to handle registrations and the organization of the training course, Romagna Tech may process your personal data as Data Processor on behalf of the Data Controller, Muner.

The Data Controller may also transmit your personal data to third parties they have entered into contractual agreement with for services functional and related to the fulfilment of the activity (e.g. the owner of the premises where the training course will be hosted, organizations in charge of transporting participants, as well as auditing firms, individuals, companies or consulting firms offering assistance for administrative, legal, tax-related, financial, debt collection activities to ensure Service provision).

Finally, your personal data shall be shared, where relevant, with the appropriate government agencies, Public Administration bodies or competent authorities, in compliance with the legal requirements in force.

Your personal data are not intended for publication or dissemination.

Some of your personal data may be transferred outside the European Union or the European Economic Area. Where this does occur, the Data Controller ensures that the processing of your personal data will be performed in compliance with the applicable legal requirements and therefore any data transfer shall be made under appropriate guarantees, such as adequacy decisions, Standard Contractual Clauses models as approved by the European Commission or other suitable guarantees.

### **PERSONAL DATA RETENTION**

Your personal data will only be kept for as long as is necessary for the purpose for which they are processed. In particular, the personal data collected for purposes connected to the performance of a contract or any steps prior to entering into a contract shall be retained until completion of the contract, unless otherwise provided by law.

### **DATA SUBJECT RIGHTS**

As a data subject, you have the right to obtain from the Data Controller, where applicable, access to your personal information, their rectification or erasure, as well as the right to restrict or object to processing (under art. 15 et seq. of the Regulation). This specific request should be submitted to the Data Controller using the contact details contained in the "Data Controller" section of the present policy or shown on the "Contact" page of our website.

Where you consider that the processing of your personal data through this website is in non-compliance with relevant Regulation, you have the right to lodge a complaint with the Italian Data Protection Authority pursuant to art. 77 of the GDPR, or to bring an action before the courts (art. 79 of the GDPR).

For further explanation or clarification, as well as for the exercise of your rights, you may contact the Data Controller, also using the specific form available on <https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/1089924> (Italian only)

### **UPDATES AND AMENDMENTS**

The Data Controller reserves the right to amend, develop and update from time to time the present Privacy notice in accordance with the law applicable or guidelines issued by the Italian Data Protection Authority.

Such amendments or integrations shall be notified to the Data subjects by e-mail.