



**Veneto Region**  
**Veneto Oncology Institute**  
Institute of Hospitalisation and Scientific Care



REGIONE DEL VENETO

**INFORMATION ON THE PROCESSING OF PERSONAL DATA**

Dear Sir/Madam \_\_\_\_\_,

Veneto Oncology Institute - IRCCS, based in Padua (PD), via Gattamelata n. 64, as Data Controller of personal data (hereinafter "Data Controller"), issues this disclosure to the data subject in compliance with the European and Italian regulations on the protection of personal data; it should be noted that this document is intended for categories of subjects with **different classifications** and that therefore each aspect must be understood as applicable to each data subject insofar as it is compatible with their position.

The Data Controller has appointed a **data protection officer (DPO)**, who the data subject can contact by writing to the following address: [rpdpd@iov.veneto.it](mailto:rpdpd@iov.veneto.it).

**Purpose and legal basis of the processing**

The Data Controller will process personal data to fulfil the legal and contractual obligations connected to the existing relationship - including quantification and payment of the remuneration/reimbursement of expenses of the data subject or of third parties (e.g. universities, administration agencies, etc.) -, to pursue the legitimate interest in the correct management of relations with the data subject and with third parties, as well as of any litigation.

To fulfil the obligations and to exercise its own rights or those of the data subject relating to labour law, the Data Controller will process data that the law defines as particular as they could reveal trade union membership, political opinions or religious beliefs, as well as data relating to health, including suitability or not for certain tasks, and the indication of specific requirements/limitations; where required by law, the Data Controller may also process data relating to criminal convictions and offences.

The legal basis of the processing is constituted by the need for the pursuit of the afore-mentioned purposes.

**Data retention period**

The Data Controller will process the data for the entire duration of the relationship with the data subject and, subsequently, for the fulfilment of all possible obligations connected with or deriving from the establishment of the same, for the period prescribed by law and according to the limitation period of the rights arising from the relationship, without prejudice to further retention for the time necessary for the definition (however reached) of any disputes that may have arisen.

**Nature of the provision of data and consequences in case of refusal**

The provision of data is necessary and therefore any refusal to provide them in whole or in part may make it impossible for the Data Controller to execute the contract or to correctly fulfil all the obligations related to the relationship with the data subject.

**Categories of recipients**

The Data Controller will not disclose the data but intends to communicate them to internal figures authorised to perform the processing according to their respective duties, as well as to the following categories of external subjects:

- Public bodies (INPS, INAIL, Territorial Labour Inspectorate, Revenue Agency...);
- funds or schemes, including private pension and assistance funds;
- medical offices in fulfilment of the obligations regarding hygiene and safety in the workplace;
- payroll companies and professionals;
- professionals or service companies;
- business partners (e.g. customers/suppliers);
- insurance companies;
- credit institutions;
- trade union organisations to which the data subject has given a specific mandate;
- supplementary funds;
- business associations and/or organisations;
- companies and training bodies and bodies providing funds to cover training costs;
- hotel facilities;
- transport companies and carriers (e.g. railway companies, airlines, etc.);



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- travel agencies.

These recipients, should they process data on behalf of the Data Controller, will be appointed as data processors with a specific contract or other legal act.

**Data transfer to a third country and/or to an international organisation**

Personal data will not be transferred either to non-European third countries or to international organisations.

If the Data Controller has business partners based outside the European Economic Area and the data subject should have dealings with them, the data strictly necessary for this purpose will in any case be transferred to third countries.

**Rights of data subjects**

The data subject has the right to ask the Data Controller to access their personal data and to correct them if they are inaccurate, to delete them or limit their processing if the conditions are met, to object to their processing for legitimate interests pursued by the Data Controller, as well as to obtain the portability of data personally provided only if subject to automated processing based on consent or contract. The data subject also has the right to revoke the consent given for the processing purposes that require it, without prejudice to the lawfulness of the processing carried out up to the time of revocation.

To exercise their rights, the data subject can use the form available at the link <https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/1089924> and send it to the following address: [privacy@iov.veneto.it](mailto:privacy@iov.veneto.it). The data subject also has the right to lodge a complaint with the competent supervisory authority on the subject, the Guarantor for the protection of personal data ([www.garanteprivacy.it](http://www.garanteprivacy.it)).

The undersigned declares to have read the above information.

Date and signature \_\_\_\_\_