

LIBRARY USER PRIVACY POLICY

The Pontifical University of the Holy Cross, located at 49 Piazza di Sant'Apollinare, Rome, is set up—for legal purposes pertaining to personal data protection—as the Data Controller. It protects the data of interested parties according to the privacy regulations approved by decree of the rector on November 26, 2019. We invite everyone to read the regulations, either on our website or by requesting a hard copy from the academic secretary.

PURPOSE OF THE INFORMATION NOTICE

The purpose of the notice is to provide guidance on the data processed by the Library Services on behalf of the data controller, in accordance with the provisions of current cultural property legislation, the privacy regulations (“Regolamento Privacy”), and the ethics code and good practices for the processing of personal data for archival purposes.

WHAT DATA FROM THE DATA SUBJECT WE COLLECT AND FOR WHAT PURPOSE(S)

The data subject (i.e., the user of the library services) when accessing the premises and/or making use of the library services, will be asked for personal contact information (which will be subsequently processed) as outlined below.

We collect the following data from data subjects: First and last name, residential address, contact information (e-mail address or telephone number).

The data collected is, by nature, mandatory. Failure to communicate and/or refusal to provide the data implies that you will not be able to access the library services.

Personal data provided by users may also be offered to university staff to be processed for statistical purposes, including for the purpose of analyzing and improving the services offered.

DATA PROCESSING METHODS

Data processing will also be carried out electronically by the library services staff, in a manner and with tools that guarantee data security and confidentiality. It is not a given that the data will be disclosed to third parties.

LEGAL BASIS FOR PROCESSING

The legal basis is to fulfill regulatory requirements found in the Regulations of the Library (“Regolamento della Biblioteca”) of the Pontifical University of the Holy Cross.

PERSONAL DATA RETENTION PERIOD

Personal data will be retained for a maximum period of ten years and then anonymized. Once anonymized, the data will be used in aggregate only for statistical purposes.

RIGHTS OF THE DATA SUBJECT

As a data subject, you may, at any time, ask the data controller:

- Confirmation of the existence or non-existence of your personal data;
- Access to your personal data and information related to it;
- The rectification of inaccurate data or the integration of incomplete data;
- The withdrawal of consent to the processing of personal data;
- The cancellation of personal data concerning oneself, upon the occurrence of one of the conditions indicated in article seven of the university's privacy regulations and in compliance with the exceptions provided in the same article.

These rights can be exercised by contacting *privacy@pusc.it*.

If you believe that your rights have been violated by the data controller and/or a third party, you have the right to file a complaint with the University's Supervisory Commission ("Commissione di vigilanza") (*cdv@pusc.it*).