

Privacy Policy

Fondazione CUOA Centro Universitario di Organizzazione Aziendale, Data Controller of the websites available at www.cuoa.it and formazione.cuoa.it (hereinafter also referred to as the "Website"), wishes to maintain a transparent relationship with its customers, users of these websites and related applications, and prospective customers. This document therefore provides information regarding the processing of personal data as required by applicable legislation.

This Privacy Policy is provided pursuant to Article 13 of Regulation (EU) 2016/679 ("GDPR") and applies to all personal data processing activities carried out by the Data Controller, both electronically and in paper format, in relation to: services provided; interactions with data subjects; participation in initiatives, events, and institutional or educational activities.

Data subjects are invited to read this Privacy Policy carefully and to contact the Data Controller or its Data Protection Officer (DPO) for any clarification regarding the processing of their personal data.

1. DATA CONTROLLER

Personal data are processed by:

Fondazione CUOA Centro Universitario di Organizzazione Aziendale

VAT and Tax Code: 02645700242

Registered Office: Via G. Marconi 103, Villa Valmarana Morosini, 36077 Altavilla Vicentina (VI), Italy

Telephone: +39 0444 333711

Email: privacy@cuoa.it

2. DATA PROTECTION OFFICER (DPO)

Fondazione CUOA Centro Universitario di Organizzazione Aziendale has appointed a Data Protection Officer (DPO), who is available to provide information regarding the processing of personal data carried out by the Data Controller.

The DPO can be contacted at: dpo@cuoa.it.

3. CATEGORIES OF DATA COLLECTED

Processing of personal data means any operation performed on personal data.

Through the Website, the Data Controller processes the following categories of personal data:

Personal Data

Personal data (such as first name, last name, nationality, province and municipality of residence, landline/mobile telephone number, tax identification number, and email address) voluntarily provided by the data subject to the Data Controller by completing the forms available on the Website.

Special Categories of Personal Data

Data relating to health conditions (e.g. certifications for facilitated access or specific requirements) processed in order to ensure accessibility measures and support for individuals with disabilities.

The processing is carried out in compliance with Article 9(2)(b) of the GDPR ("carrying out obligations in the field of employment and social security law") and the safeguard measures established by the Italian Data Protection Authority pursuant to Article 2-septies of Legislative Decree No. 196/2003.

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Fax +39 0444 333999
staff@cuoa.it
www.cuoa.it

Professional Training Data

Information relating to your educational, academic, or professional background.

Cookie

For further information on the processing of cookies, please refer to the Cookie Policy published on the Website.

4. PURPOSES AND LEGAL BASIS FOR PROCESSING

The personal data provided by the data subject to Fondazione CUOA Centro Universitario di Organizzazione Aziendale are processed for the following purposes and on the corresponding legal bases:

a) Management of Contact Requests

The processing of personal data (personal identification data) is carried out to manage the creation of customer accounts and to respond to requests for information, commercial assistance, or technical support.

Legal basis: Performance of a contract – Article 6(1)(b) GDPR.

b) Participation in and Management of Educational Events and Satisfaction Surveys

The processing of personal data (identification data and education/professional background data) is necessary to manage the purchase (online or offline) and organisation of educational activities and events, including webinars, conferences, training programmes, and related initiatives.

Legal basis: Performance of a contract, pursuant to Article 6(1)(b) of the GDPR.

Legitimate interest for qualitative analysis and participant satisfaction assessment, pursuant to Article 6(1)(f) of the GDPR.

c) Promotional Communications

Personal data (contact details) are processed for the purpose of sending promotional communications relating to the activities, programmes, events, and services offered by the Data Controller.

Legal basis: Consent, pursuant to Article 6(1)(a) of the GDPR.

The data subject has the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

d) Career Services and Guidance Activities

The processing of personal data is carried out for the following purposes:

- facilitating contact and communication between companies and candidates, including the sharing of profiles and CVs where appropriate;
- providing information about career opportunities, recruitment initiatives, and professional development events;
- supporting career guidance, employability, and networking activities.

Legal basis: Consent, pursuant to Article 6(1)(a) of the GDPR.

e) Recruitment and Selection Activities

The processing of personal data (identification data and education/professional background data) is carried out for the purposes of recruitment and selection processes relating to employment opportunities

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offered by the Data Controller.

Legal basis: Taking steps at the request of the data subject prior to entering into a contract, pursuant to Article 6(1)(b) of the GDPR.

f) Compliance with Legal Obligations

Personal data are processed for the purpose of complying with obligations imposed by applicable laws, regulations, or orders issued by competent authorities (for example, reporting requirements relating to educational and training activities).

Legal basis: Compliance with a legal obligation, pursuant to Article 6(1)(c) of the GDPR.

g) Information and Physical Security

Personal data are processed for information and physical security purposes (e.g. badge management, access control, and credential management).

Legal basis: Legitimate interest – Article 6(1)(f) GDPR.

5. RECIPIENTS OR CATEGORIES OF RECIPIENTS

Personal data may be disclosed to:

- legal, tax, and professional advisors and consultants;
- banks and payment service providers;
- competent authorities (including the Italian Revenue Agency, law enforcement authorities, and other public bodies where required by law);
- external service providers that manage or support the Data Controller's operations, including information systems, telecommunications infrastructure, and technical support services.

Such parties may act either as Data Processors on behalf of the Data Controller or as independent Data Controllers, depending on the nature of their involvement and the applicable legal framework.

An updated list of Data Processors is available at the registered office of the Data Controller.

Personal data will not be disclosed to the public.

6. METHODS OF PROCESSING

Personal data are processed using manual and/or electronic means and procedures that are strictly related to the purposes described above, ensuring an appropriate level of security and safeguarding the confidentiality, integrity, and availability of the data.

Personal data are retained for no longer than is necessary to fulfil the purposes for which they were collected and processed, in accordance with the principle of storage limitation set out in Article 5(1)(e) of the GDPR.

7. PROVISION OF DATA

The provision of personal data is voluntary. However, failure to provide the data required to process a request may prevent the Data Controller from responding to or managing requests submitted through the forms available on the Website.

Consent for promotional and marketing purposes is entirely optional. Refusal to provide such consent will not affect the ability to access the Website or to use the services requested.

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8. TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

Personal data stored on the Data Controller's systems are retained in Italy and are not transferred to countries outside the European Union. Should any transfer of personal data outside the European Economic Area (EEA) become necessary in the future, such transfer will be carried out in compliance with the applicable provisions of the GDPR and subject to the implementation of appropriate safeguards.

9. DATA RETENTION PERIOD

Personal data are retained for the period necessary to manage and fulfil the data subject's requests. For marketing purposes, personal data are processed until consent is withdrawn by the data subject or until the expiry of the retention period established by applicable law. Upon expiry of the applicable retention period, personal data will be securely deleted or irreversibly anonymized.

10. DATA SUBJECT RIGHTS

Data subjects may exercise the rights granted under Articles 15 to 22 of the GDPR, including the right to:

- access their personal data;
- obtain the rectification of inaccurate or incomplete personal data;
- request the erasure of personal data;
- request the restriction of processing;
- object to the processing of personal data;
- receive their personal data in a structured, commonly used and machine-readable format (data portability);
- withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;
- lodge a complaint with the competent Supervisory Authority for the protection of personal data.

Contact Details for Exercising Data Subject Rights:

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Registered Office: Via G. Marconi 103, Villa Valmarana Morosini, 36077 Altavilla Vicentina (VI), Italy

Email: privacy@cuoa.it

DPO Email: dpo@cuoa.it

Version dated 15 December 2025

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