

# Personal Data Handling Tasks

Please include in this page common situations in which, during teaching or administrative duties, academic or administrative staff potentially deal with personal data.

You should be as precise as possible, but any hint could be useful; so feel free to include anything.

## Teaching duties

- Publication of exams results

## Administrative duties

- Selection of candidates
- Handling of student certificates (e.g. for recognition of exams and degree)

## Misc

- Data retention: should emails and documents with sensitive but not longer necessary data be deleted?

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