



# UniSR

Università Vita-Salute  
San Raffaele

**UNIVERSITY REGULATIONS**

# **REGULATIONS FOR THE ACTIVATION AND MANAGEMENT OF ALIAS IDENTITIES**

***ISSUED BY RECTOR'S DECREE NO. 8298 OF 13/07/2023***

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## **1 Purpose and Scope**

### **ART.1 Purpose and scope**

1. These Regulations apply to the teaching, research and technical and administrative staff, as well as to the student community of Vita-Salute San Raffaele University and governs the activation of an Alias Identity for anyone who does not relate to their registered gender identity or who is undergoing gender transition.

## **2 Provisions of the Regulations**

### **ART.2 Activation of Alias Identities**

1. Vita-Salute San Raffaele University guarantees the creation of an Alias Identity, which consists in the possibility of using a name, hereinafter referred to as a “Chosen Name” that is different from their registered name and that can be used within the University by teaching, research and technical and administrative staff, as well as by the student community.

2. The creation of the Alias Identity is subject to the following procedure:

- a) submission of an application drawn up using the attached template (Annex 1), accompanied by a copy of an identity document. No other supporting documentation is required for activation;
- b) signing, by the person concerned, of a confidentiality agreement, drawn up using the attached template (Annex 2), detailing the conditions regarding the use of the Alias Identity within Vita-Salute San Raffaele University;
- c) activation of the Alias Identity with issuance by the University of a badge, e-mail account and name tags (where necessary) with the Chosen Name, which can only be used within the University.

3. The obligation of confidentiality in the processing of the special categories of personal data of the Alias Identity applicant remains unaffected for all those involved in the procedure described above and for those to whom the Alias Identity is communicated.

### **ART.3 Alias Identities**

1. The applicant is assigned an Alias Identity, which is provisional and cannot be consolidated, for the purpose of issuing new identification documents (badges), a new e-mail account and name tags, where necessary.

2. The Alias Identity is inseparably associated with the legally recognised registered identity and remains active for the duration of the latter, except as provided for in subsection 4 below.

3. Provisional identification documents associated with the Alias Identity may only be used within the University.

4. The Alias Identity is deactivated with the passing of the ruling that, pursuant to Italian Law 164 of 14 April 1982, attributes the applicant a gender different to that stated in the birth certificate.

5. The applicant's master data shall then be updated on the basis of the operative part of the aforementioned ruling; therefore, the University shall not produce any attestation or certification concerning the Chosen Name until the master data is updated, following the issuance of the ruling referred to in subsection 4.

6. The applicant may issue declarations in lieu of certification or an affidavit, pursuant to Italian Presidential Decree no. 445/2000, to be used outside the University, concerning personal status and qualities exclusively with reference to his/her legally recognised identity.

7. The Alias Identity can be deactivated at any time at the request of the person concerned.

#### **ART.4 Obligations of the applicant**

1. Applicants undertake to inform the contact person identified in the confidentiality agreement (hereinafter the "University Contact Person"), in advance and in good time, of any intention to participate in university activities of external relevance, undertaking to verify and agree with them on the methods and procedures for the use of their chosen identity.
2. Applicants undertake to promptly notify the University Contact Person of the issuance of the gender and name rectification ruling by the Court or the decision to discontinue the procedure undertaken with a view to such rectification.

#### **ART.5 Confidentiality agreement**

1. The confidentiality agreement, drawn up using the attached template (Annex 2), takes effect from the date it is signed and becomes ineffective immediately upon termination of the conditions that gave rise to it.
2. The confidentiality agreement governs the conditions regarding the use of the Alias Identity and identifies the University Contact Person for each applicant.

#### **ART.6 Processing of personal data**

1. Pursuant to and for the purposes of Legislative Decree no. 196 of 30 June 2003, "Personal Data Protection Code" and Regulation (EU) 2016/679 on the protection of personal data, the University will process the data indicated in the confidential agreement solely for the purposes related to the procedures specified therein and in compliance with the regulations in force.

### **3 Validity and transitional rules**

#### **ART.7 Final provisions**

1. The Regulations for the activation and management of Alias Identities of Vita-Salute San Raffaele University shall enter into force on the day following that of the issuance of this Rector's Decree.
2. For any matters not provided for in these Regulations, the laws and regulations in force shall apply.

Annex 1: Application for the activation of an Alias Identity

Annex 2: Confidentiality agreement

*The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.*