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**Regulations for the activation and management of an alias career on the basis of the principle of gender self-determination for university staff and guests**

Issued by Rep. Decree no.\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_

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**ART.1**

**OBJECT AND PURPOSE**

In pursuit of the principles set out in the Statute of the University of Modena and Reggio Emilia and in full compliance with the Code of Ethics and the Code of Conduct, in accordance with the institutional aims of the Guarantee Committee, the Regulations for the activation and management of the alias career have been issued.

These Regulations are based on the principle of gender self-determination and are intended to protect all students willing to use a name that differs from the personal one (civil register), for the sole interactions with the University.

The alias career arises from the duplication of the real career and the consequent creation of an alternative bureaucratic profile that may in some cases represent a temporary anticipation of the measures that will be necessary at the end of the gender transition process and following the court ruling that will rectify the gender attribution and the registry name attributed at birth.

The alias career, which will be inseparably associated and managed at the same time as the actual career, will remain active as long as the actual career continues, subject to any requests for interruption made by the applicant or causes for interruption referred to in Article 6.

**ART.2**

**RECIPIENTS - CONTACT PERSONS**

The University of Modena and Reggio Emilia hereby regulates the administrative procedures aimed at activating an alias career for technical-administrative staff, CELs (collaborating linguistic experts), lecturers and researchers, including those on fixed-term contracts, research assistants and librarians in service at the University (hereinafter referred to as "University Staff") who, for their own psychophysical wellbeing, wish to change their name and gender in the expression of their self-determination (Law no. 164 of 14 April 1982). The alias identity will also be temporarily recognised for any guests of the University who may request the use of a different name (Art. 3, para. 5).

The main objectives of activating the alias career are:

- protect the recognition of transgender people's rights;

- eliminate situations of discomfort faced by transgender people by guaranteeing a serene study and work environment with respect for privacy and confidentiality, thanks also to the service provided free of charge by the specialists of the Listening Centre and/or the University's reference guarantors.

The attribution of the alias career, subject to the presentation by the person concerned of a formal request for the activation of the procedure, as specified in Article 3, provides for the prior appointment of the following reference figures with the task of protecting the applicants for the specific needs of each category:

- An official from the Human Resources Area identified by the Directorate General as an alias career manager for technical-administrative and library staff, who will be in charge of following the person concerned through the procedure and thereafter, if necessary;

- An official from the Human Resources Area identified by the Rector as the person in charge of alias careers for teaching and research staff, who will take on the task of following the person concerned through the procedure and subsequently, if necessary; the Directorate General will also identify the technical operators who will have to make the necessary IT and administrative adjustments for the adoption of the alias identity.

**ART.3**

**REQUEST FOR ALIAS CAREER ACTIVATION**

1. Those wishing to activate an alias career will be able to directly access the procedural information, appropriately publicised on the dedicated website, together with the contact details of the contact persons, responsible for the alias career, indicated for each category in Article 2.

2. The applicant, after having applied for career access in the prescribed manner, must sign a Confidentiality Agreement with the University.

3. The contact person for each category, in addition to providing all the necessary information, will guide the applicant for the stipulation of the confidentiality agreement and the necessary administrative adjustments, remaining the contact person for the entire effective period of the alias career, and also thereafter, if necessary, for the structured components of the University, without prejudice to any requests for interruption made by the applicant or the causes of interruption referred to in Article 6.

4. The University will prepare and issue a new magnetic card (badge) showing the name and surname of election and an alias account for the specific activities of each category, listed in the relevant confidentiality agreements, and, where necessary, an identification badge with the name of election to be used at the place of service.

The badge shall be effective exclusively within the University and may not be used for any other purpose, nor may it be shown outside the University (e.g. for the provision of services relating to benefits and/or privileges granted by organisations, etc.), except in the case of agreements specified for each category.

This is without prejudice to the obligation of confidentiality in the processing of the applicant's sensitive data for all those involved in the proceedings and for those to whom the applicant's alias identity will be disclosed.

5. The alias identity will also be temporarily recognised at the request of the transgender person who, as a guest of the University for seminar activities, conferences, lecture series or other initiatives, wishes to use the chosen alias name on posters, badges, etc. in place of the official personal identity.

**ART.4**

**ISSUANCE OF CERTIFICATIONS**

1. The University will provide the applicant, if necessary and in compliance with the relevant regulations, with appropriate certification for external use relating to the university career referring to the legally recognised identity.

2. The University will not produce any attestation and/or certification concerning the alias career.

3. The applicant may make substitute declarations of certification or affidavit relating to personal status and qualities concerning the university career, in accordance with Pres. Decree no. 445/2000, to be used outside the University exclusively with reference to its legally recognised identity.

**ART.5**

**OBLIGATIONS OF THE APPLICANT**

1. The applicant undertakes to inform his or her contact person in advance and in good time of any intention to use his or her elective identity in acts within the University that have external relevance, within the scope of his or her category, as provided for in the confidentiality agreement signed.

2. The applicant undertakes to inform his/her alias career contact person of any situation that may affect the content and validity of the confidentiality agreement.

3. If the applicant has decided to start a gender transition process by requesting the judicial authority to change his or her personal data, the effectiveness of the confidentiality agreement will cease upon communication by the applicant of the final gender rectification judgment.

**ART.6**

**INFRINGEMENT OF THE REGULATIONS**

1. If the alias contact persons detect a possible breach of these Regulations and the confidentiality agreement, they must inform the Rector, who may suspend the alias career as a precautionary measure and request further investigation.

2. If the breach of the confidentiality agreement is actually established, the alias career will be permanently deactivated and the applicant will have to return the university badge and anything else issued by the university.

3. Against the provisions of paragraphs 1 and 2, the interested party may apply to the Ombudsman's Office pursuant to Article 48 of the University Statute for the resolution of disputes and/or for due information on the procedure to be followed for recourse to the competent authority.

**ART.7**

**CONFIDENTIALITY AGREEMENTS AND THEIR VALIDITY**

Confidentiality agreements are to be considered an integral part of these Regulations:

Annex A1. Confidentiality agreement for transgender staff and guests.

The confidentiality agreement will take effect from the time it is signed and will be renewed at the end of the signed reference period at the indication of the alias career advisor, in order to verify that the conditions justifying its continuation are still valid.

**ART.8**

**PROCESSING OF PERSONAL DATA**

The University of Modena and Reggio Emilia will process the data indicated in the confidentiality agreement exclusively for the purposes related to the procedures specified therein in compliance with Regulation (EU) 2016/679 (aka GDPR) and in accordance with the national legislation referred to in Leg. Decree no. 196/2003 as amended by Leg. Decree no. 101/2018 as well as University regulations.

**ART.9**

**ENTRY INTO FORCE AND PUBLICITY**

1. These Regulations will be issued by Rector’s Decree following the resolution of the Academic Senate and will enter into force from the day following its publication in the University Register. The Regulations will also be available on the University website and on the Unified Guarantee Committee (CUG - Comitato Unico di Garanzia) website.

2. The University of Modena and Reggio Emilia undertakes to provide the widest dissemination - in the forms of communication considered most appropriate and effective - of the Regulations adopted.

3. The University of Modena and Reggio Emilia undertakes to create training programmes to raise awareness of the university community on the right methods of communication.

4. The University of Modena and Reggio Emilia implements the recommendations of the working group on career aliases contained in the Guidelines for Italian Universities on the Implementation of Career Aliases of the National Conference of Equality Bodies of Italian Universities, as recommended by the Commission on Gender Issues of the Italian University Rectors' Conference (CRUI).