

Operational indications for the verification of the Green Pass for employees and contracted personnel and for students and users of the SNS's services

Access to the SNS is allowed to those who are in possession of the valid COVID 19 green certification ("Green Pass"), with the exclusion of those exempted from the vaccination campaign and in possession of the appropriate medical certification as specified in the Ministry of Health Circular of 4th August 2021.

Who checks and where

The verification of the Green Pass is delegated by the Director to the operating group for the management of the coronavirus emergency and to the related formally appointed collaborators (DD 142/220, DD 225/20, DD 595/20 and DD 247/21), among which contact persons are identified for each complex. Those whose task it is to verify the Green Pass will have the operational support of the staff at the porters' lodges and Library access points, whose companies will receive a clear mandate to that effect from the RUP of each individual contract, expressing their consent to take on this function through the signing of this mandate.

Unless otherwise stipulated, access to the SNS is exclusively through the porters' lodges, whose employees, equipped with a special identification card, are in charge of scanning the Green Pass. The lodges are located in the following buildings: Palazzo della Carovana, Palazzo D'Ancona, Palazzo del Castelletto, Collegio Puteano, the Polvani compound, the San Silvestro compound, Palazzo Strozzi and Palazzone di Cortona.

Those who need to access the buildings at the allowed time but outside the opening hours of the relative porters' lodge will have to previously pass through one of the listed porters' lodges to verify the validity of their Green Pass.

For access to workplaces and colleges outside the SNS (areas in the buildings of the CNR), those belonging to the SNS will comply with the indications of the administrators of these sites and will be subject to certification checks at the time of access to the SNS and control complexes according to procedures defined by the operating group for the management of the coronavirus emergency.

What must be exhibited

The person wishing to access shows the employee the QR Code of their COVID-19 Green Pass in digital format from their mobile device or in good quality print. If showing a paper vaccination certificate, only the QR Code must be shown to the employee, NOT the entire EU Digital Covid Certificate.

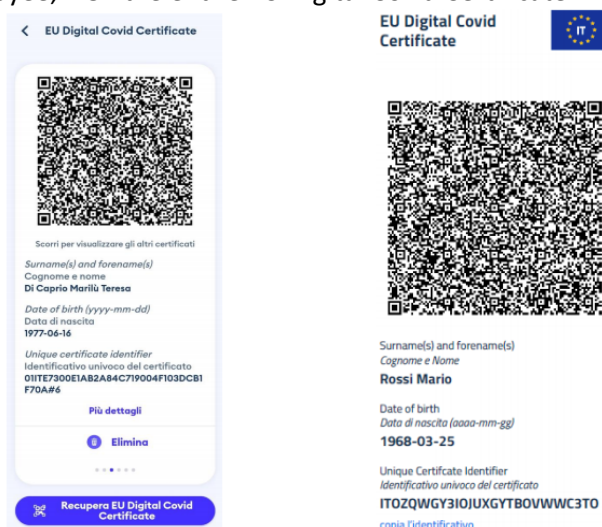


Fig. 1 – examples of QR Codes (App Immuni and IO)



Fig.2 - Examples of vaccination certificates: please fold the certificate so that only the QR Code is visible and NOT the info relating to the vaccination, if any.

Verification operations

The assistant scans the QR code through the official "VerificationC19" App, which only shows the following data:

- Name and surname and date of birth of the holder of the certification
- Validity of the "green pass" at the time of reading

No other data will be displayed or collected or stored on the device through which the reading takes place.

In the event that the employee does not know the identity of the person seeking access, he can request an identification document with a photograph (identity document or SNS badge), in particular in cases of obvious inconsistency with personal data.

If the verification of the validity of the Green Pass gives a positive result ("Valid certificate"), the assistant allows access. In the event that the verification fails ("Invalid certificate") it will not be possible to access the premises of the SNS, and the assistant will notify the user.

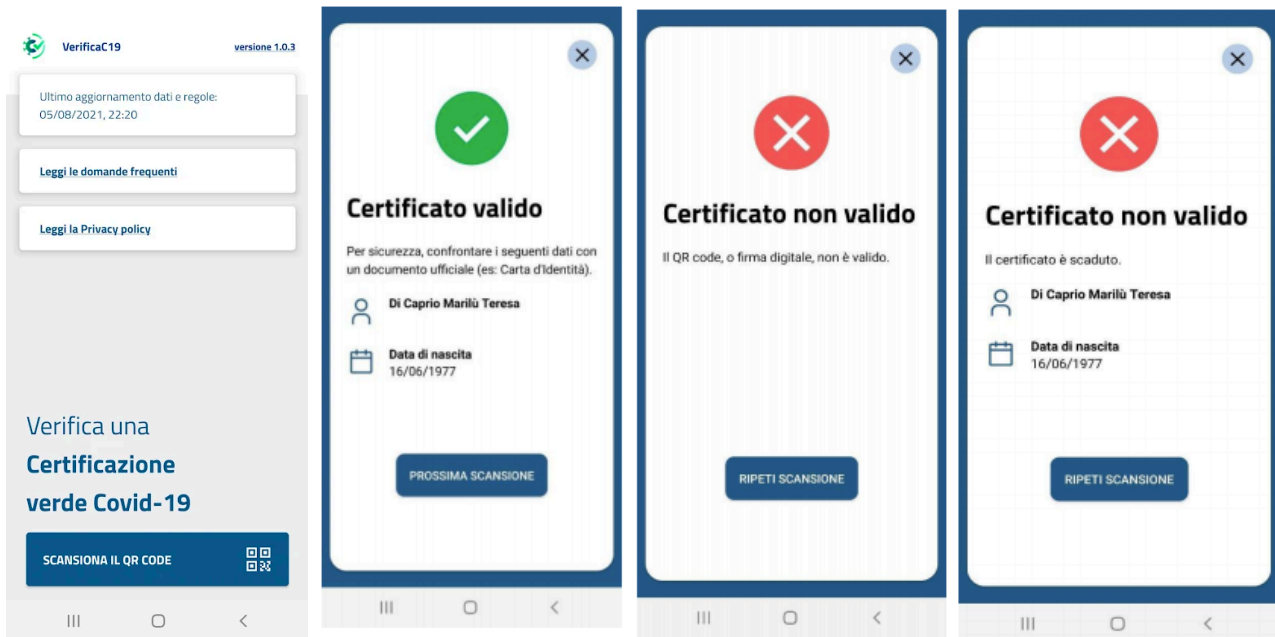


Figura 3 – App “Verifica C19” and possible outcomes: valid, not valid because QR Code is illegible, not valid because out of date.

Negative outcome of the verification

In the event of an invalid Green Pass due to an illegible QR code, the interested party will not be admitted to the premises of the SNS but may try again with a different image of the QR code or with a legible printout.

In the case of a readable but invalid certificate, access to the SNS will be denied.

Indications for those in charge of verifying the Green Pass

The verification operations must take place by respecting a minimum distance of one metre between the people being monitored and the others waiting and maintaining the greatest possible discretion on personal data and the outcome of the verification.

With the exclusion of what is expressly provided and described above, it is not permitted

- to collect data referring to the person or keep any information in any form, paper or digital;
- to make analogue or digital copies of the green certification and/or identity documents or save files on electronic media;
- to delegate the verification process to other workers who are not in charge of checking the Green Pass.

Information for students and PhD students

Verification of the Green Pass for the colleges and for the Capitini residence is at the first access point and subsequently at random. Access to the canteen is permitted on verification of the Green Pass every time. Verification of the Green Pass for the other SNS premises is now every time and subsequently -if possible- at random (modalities to be defined).

Information for technical and administrative staff

Verification of the validity of the Green Pass must be carried out at the time of access to the office and in any case before clocking in.

With due consideration for the validity of the general obligations referred to in Article 11, paragraph 3, letters a), e) and m) of the CCNL for the education and research sector of 19.4.2018 which are intended as referred to herein, the technical and administrative staff will ensure to promptly enter, in accordance with the

provisions in force and in any case at the latest by the beginning of the working hours of the same day of use, the justifications for their presence at/absence from work in the specific Startweb detection system, as well as to comply with the provisions of Article 5, paragraph 1 of DSG 126/2021, extended until 31.12.2021 with DSG 247/2021, relative to the monthly planning of the days attending work in person or in smart working and to the relative insertion in the aforementioned app for the recording of attendance .

Data processing

The data controller, in the person of its Director, is the Scuola Normale Superiore, based in Piazza dei Cavalieri 7 – Pisa, which, pursuant to Art. 29 EU Reg. 679/2016 (GDPR) and Art. 2 quaterdecies of Legislative Decree 196/2003, instructs and authorizes the internal staff assigned to the porters' lodges and to the library entrance, or the employees of the external supplier appointed for this purpose as data processor pursuant to Art. 28 GDPR.

The processing relates to the verification of the QR Code through the Ministerial App and the display of the identification document in compliance with current legislation on the subject. The duration is instantaneous. No data is collected or further processed. The provision is mandatory, and therefore interested parties have the right to exercise their rights (e.g. access to their personal data and all information; the correction of any inaccurate personal data and the integration of incomplete data; cancellation of their data, except for those contained in documents that must be kept by the University and unless there is a legitimate overriding reason to proceed with the processing; the limitation of processing where one of the hypotheses referred to in Article 18 of EU Reg. 679/2016 applies; the right to object to the processing of their personal data, in full consideration of the provisions regarding the necessity and mandatory nature of the processing for the purpose of establishing the relationship) as they are compatible with the procedure and the approved operational indications. The interested party may exercise all the above rights by sending an e-mail to the data controller at the emergenza.coronavirus@sns.it address. The interested party also has the right to lodge a complaint with the Guarantor Authority for the Protection of Personal Data pursuant to Article 77 of EU Reg. 679/2016. For any clarification, the Data Protection Officer can be contacted at the email address dpo@sns.it.

Table of delegates to verify the Green Pass

The names of the contact persons may periodically change according to attendance or for other reasons of internal organization. Such changes will be promptly communicated to the porters' lodge staff. In the first instance, the following contact persons are identified for the complexes, and can be contacted by the staff at the porters' lodges and at the access points to the Library on their respective service mobile phones or through the e-mail address emergenza.coronavirus@sns.it

Plesso	Referenti
Palazzo della Carovana	Altamore, Pantani, Salomoni, Zoni
Palazzo D'Ancona	Conforti, De Vincentiis, Iacomino, Pingue
Palazzo del Castelletto	Altamore, Conforti, Padricelli, Zoni
Collegio Puteano	Malloggi, Padricelli,
Complesso di San Silvestro	Salomoni, Pingue, Viegi
Edificio Polvani	Conforti, Iacomino, Zoni
Palazzo Strozzi	Codegone, Mondani
Palazzone di Cortona	De Vincentiis, Iacomino, Malloggi
Collegi Faedo, Fermi, Timpano	Malloggi, Padricelli, Pingue
Residenza Capitini	Codegone, Mondani
Strutture SNS presso CNR Pisa	Salomoni, Viegi
Biblioteca SNS Pisa (Palazzo dell'Orologio, Palazzo del Capitano, Palazzo della Canonica)	De Vincentiis, Pantani, Viegi

Duration of these operational guidelines

The operational indications of this document may be integrated or modified at any time following new regulatory or ministerial indications or following technical developments in the control system. Such changes will be promptly communicated.