
Information on personal data processing of USI students

1. Introduction

The purpose of this document is to provide information on how USI - Università della Svizzera italiana - processes personal data in its educational activities. This pertains particularly to individuals who are registered as students or student auditors in any Bachelor, Master, PhD, postgraduate or continuing education course, or who receive educational activities performed at USI.

2. Data holder

This document is provided by USI - Università della Svizzera italiana, with statutory seat in Via Buffi 13, 6900 Lugano, Switzerland in its capacity as Data holder.

The Data holder may be contacted by writing to the office address, by calling +41 58 666 40 00 or by emailing info@usi.ch. The data protection team can be contacted directly at privacy@usi.ch.

3. Purpose of the data processing, justification, type of data and retention period

USI (Università della Svizzera italiana) processes personal data of individuals based on the requirements associated with the tasks entrusted to it under the Universities Act.

The following table provides a summary of the data processing activities, justifications, types of data, and corresponding retention periods of data used to manage the educational and administrative relationship with the student. This includes any specific services requested by the student and any other purposes related to the delivery of academic-related services.

Purpose of the data processing	Justification	Type of data	Retention period
Delivery of teaching and secretarial services throughout the study cycle, from enrollment to graduation.	Fulfillment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	Personal data and data relating to the course of study undertaken (including, but not limited to, first name, surname, email address, matriculation number, address, date of birth, telephone number, current academic course, exam grades, ...)	Student data will be stored within the information systems in accordance with the archiving obligations set out in the regulations in force
Supply of IT and support services related to academic activities	Fulfillment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	Personal data and data relating to the course of study undertaken (including, but not limited to, student identification, name, surname, email, request, ...)	Student data will be retained for a period of one year, after which the account will be disabled. After a further 12 months, the account will be permanently deleted.

Physical access management	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	Personal data and information relating to the course of study undertaken (including, but not limited to, student ID, first name, surname, email, request, access log to facilities and lockers equipped with electronic locks, ...).	Data on physical access logs will be retained for a period of 1 year.
At the student's request, document handling for defining needs/support related to learning disorders/specific health problems and managing absences due to health reasons (e.g. illness during an exam).	Consent	Personal data and data relating to the course of study undertaken (including, but not limited to, student identification, name, surname, email, ...) Data concerning health such as, for example, medical certificates or details of the student's medical condition	Student health data will be stored in information systems until services are provided and any contestation deadlines have passed.
Organisation and implementation of student support initiatives and campus life activities	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	Personal data and data relating to the course of study undertaken (including, but not limited to, student identification, name, surname, email, ...)	Student data will be stored within the information systems in accordance with the archiving obligations set out in the regulations in force
Supply of services related to the right to study, study and research grants	Service provision to user	Personal data and data relating to the course of study undertaken (including, but not limited to, student identification, name, surname, email address, academic course, ...) Financial data strictly necessary for the payment of study grants (including, but not limited to, bank details, address, ...)	In compliance with storage obligations for tax or other purposes, as provided for by law. When data is transferred to foundations in the context of service provision, they will act as autonomous data holders. You are therefore invited to consult the respective notices for further details.
Academic Senate Election Management	Academic Senate Regulation	Personal data (including, but not limited to, student identification, name, surname, email, academic record, details of the course of study undertaken, ...) and eventual material published by the student	Student data will be stored within the information systems in accordance with the archiving obligations set out in the regulations in force
Supply of library services (loans, invoices, recalls, fulfilment of requests, etc.) and issue of 'Statement of Fulfilment	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	For this purpose, please refer to the respective information on the processing of personal data relating to the activities and services offered by the	

University Libraries of Lugano and Mendrisio			
Delivery of e-learning services	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	or this processing purpose, please refer to the respective privacy policy of the iCorsi platform	
Supply of the distance learning service through, for example, the video recording of lectures held in the classroom or online (e.g. but not limited to through Microsoft Teams) and subsequent sharing with participating students through the PANOPTO platform.	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	<p>Audio and video, including close-ups of students (limited to the electronic mode), professors, lecturers, staff.</p> <p>In the case of recordings in the University's classrooms, a notice will be provided outside of the class.</p> <p>Alternatively, if the lecture is being conducted online (such as through Microsoft Teams), the recording will be flagged through a special disclaimer at the beginning of the recording. It is recommended that you review the privacy policies of the video conferencing services used for each lecture.</p>	The recording is kept as long as necessary for the delivery and use of the content by the students and will then be deleted.
Analyses of the quality of education by means of surveys	Consent	Personal data (including, but not limited to, student identification, name, surname, email, academic record, details of the course of study undertaken, ...).	Survey data aimed at analysing the quality of the academic offer will be anonymised and subsequently stored as such within the University's information systems for statistical purposes.
Application of disciplinary proceedings and management of any disputes	Compliance with the provisions of the Faculty Regulations, Statutes and General Admissions and Matriculation Regulations	Personal data (including, but not limited to, student identification, first name, surname, email, academic record, details of the course of study undertaken, ...) and data relating to disciplinary proceedings concerning the student	Data on students and related disciplinary proceedings will be kept within the information systems, as a rule, at least until years after graduation or eventual withdrawal.
Student management in the context of mobility and study trips in and out	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	For this handling, please refer to the respective information on the handling of personal data in the context of national or international mobility	

Newsletter on the activities and opportunities of the academic community	Consent	For this handling, please refer to the respective privacy policy for the newsletter	
Handling of enrolments for language courses and conversation workshops with the production of certificates of attendance and management of end-of-course and, if necessary, certification examinations	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	For this handling, please refer to the respective information on the handling of personal data relating to the Laboratory of Modern Languages	-
Drafting of statistics such as, but not limited to, Half-yearly Student Statistics, Gender Budgeting Report, Graduations, Withdrawals, ...	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	Personal data (including, but not limited to, student identification, first name, surname, gender, email, academic record, details of the course of study undertaken, ...)	Student data will be stored within the information systems in accordance with the archiving obligations set out in the regulations in force
Verification of diplomas and degrees at the request of third parties.	Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the University Law (LSU)	Personal data (first name, surname) Title of study	Student data will be stored within the information systems in accordance with the archiving obligations set out in the regulations in force

It should also be noted that USI provides students and employees with a listening and individual support space called "USI in ascolto". This service is entrusted to a professional psychologist appointed by USI, who will treat the data in strict confidence as an independent data controller.

4. Data recipients

To ensure that the services mentioned above are provided as intended, personal data will be processed by the administrative and academic staff of the University, such as employees, lecturers, and professors. They will only process the data to the extent that it is necessary to perform their respective tasks.

The University partners with external suppliers to provide certain services that support its institutional activities. For instance, private foundations that finance scholarship allocations. These suppliers are recognised by the University as Data Controllers and are granted access only to the necessary data required to offer the requested services, while adhering to the legal obligations and contracts stipulated by the University to ensure the protection of personal data.

Personal data may be processed by IT service/product providers for email services, anti-plagiarism checks, lesson record storage, and others.

The University may share your personal data with other public or private institutions if it is required by the applicable rules, laws, or regulations. Such institutions may process your personal data for purposes related to their institutional tasks. In such cases, the entities receiving your personal data will act as independent data controllers. Therefore, if you want to exercise your rights related to your personal data, you will need to contact them directly.

These entities include, but are not limited to:

- Universities engaged in joint training courses, Public or private third parties at which the student decides to carry out curricular experiences such as, for example, internships or field projects. More detailed information can be found in the Mobility section of the institutional website. For processing by partner universities, please refer to their respective privacy policies.
- Public or private entities that directly manage or finance the allocation of research grants and/or scholarships and services for the right to study (please refer to and check the disclosures of the public-private or third-party entity chosen by the student).

The general rule regarding data transfers abroad is that data should not be transferred outside of Switzerland. However, in cases where it is necessary to transfer personal data abroad for processing, USI ensures that such transfers are conducted in compliance with the relevant legislation and contracts that are in place to safeguard personal data protection. This applies mainly when dealing with third parties or universities located outside of Switzerland.

5. Data subject's rights

The data subject holds, in particular, the following rights:

1. to obtain the rectification of inaccurate or outdated personal data, to revoke previously given consent to the processing of data, to prevent the disclosure to third parties of personal data worthy of special protection;
2. to obtain information in writing and free of charge concerning the personal data being processed;
3. to obtain delivery of personal data or demand that they be transmitted to third parties;
4. to request that their personal data be stopped from being processed, disclosed to third parties, rectified or destroyed;
5. to request that a certain processing of personal data be stopped, that a certain disclosure of personal data to third parties be prohibited, or that personal data be erased or destroyed;
6. to contact the cantonal representative if disagreeing with USI's data handling (<https://www4.ti.ch/can/sgcds/pd/generalita>).

Please note that the rights mentioned above may be partially or totally limited by legal obligations to which USI is subject, respectively, in case of overriding interests of the latter or of a public nature.

To exercise the rights above, please write to privacy@usi.ch.

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