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# **Information on personal data processing for USI student applicants**

# 1. Introduction

The purpose of this document is to provide guidance on how USI - Università della Svizzera italiana processes personal data during the stages of receiving, evaluating, and analysing applications submitted by potential candidates interested in undertaking a learning experience 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](mailto:info@usi.ch). The data protection team can be contacted directly at [privacy@usi.ch](mailto:privacy@usi.ch).

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

The provision of data is mandatory only as a part of the application process. If these data are not provided, the application cannot be evaluated. The processing of personal data is done in compliance with the legal framework that applies to the protection of personal data. It is limited to only what is necessary to fulfil the stated purposes.

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## Data handling during the collection and evaluation of the application

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Purpose of the data processing	Justification	Type of data	Retention period
Application handling via a dedicated USI platform. These activities include but are not limited to - Entry of information into USI databases - Student support in the application process - Evaluation of eligibility requirements - Communications regarding the status and outcome of the assessment	Pre-contract activities	Personal details: first name, surname, date of birth, gender, nationality (primary and secondary), first language  Contact details: country, street and house number, postcode, Swiss town or municipality, telephone number (mobile), email  Other data: residence permit, information on secondary education qualification, country of residence during high school diploma, municipality of residence during high school diploma, information on previous academic studies  Documents (attachments) Personal: copy of passport or identity card, copy of residence permit. To manage pre-enrolment: high school diploma or certificate of	2 years

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		attendance, secondary education report card, study plan, swissuniversities documentation, certified translation of documents (if not in it/fr/en/de), self-certification of exclusion from previous studies, certification of language levels, self-certification of obtaining certificate, registration for examination session, transcripts of examinations taken, abstracts of thesis, letters of recommendation, work certificates, curriculum vitae, motivation letter.	
Sending a reminder to complete registration by the pre-enrolment deadline	Legitimate interest	Name, surname, email, nationality, permit	2 years
Payment of the application fee in specific cases via the SaferPay online platform and confirmation of payment.	Pre-contract activities	First name, surname, transaction result, email (to receive Saferpay generated confirmation)	For information on the data collected, its purpose, and retention periods, please refer to SaferPay's privacy policy.
<b>Handling once the student's eligibility has been verified</b>			
Documentation handling to define, at the student's request, needs/support related to specific learning disorders/health problems	Consent	<p>Personal data and data on the course of study undertaken (including, but not limited to, student ID, name, surname, email, ...)</p> <p>Health-related data such as medical certificates or details of the student's medical condition</p>	Students' health data will be stored in the information systems for as long as necessary to provide services and benefits and until any deadlines for contesting any decisions regarding those benefits have elapsed.
Badge preparation	Legitimate interest	Photograph	Student data will be stored within the information systems, taking into account the archiving obligations under current legislation
Compiling statistics on pre-registration	Legitimate interest	Pre-registration ID, pre-registration details	<p>Data on incomplete applications or applications that did not become enrolments will be anonymised.</p> <p>Data on applications that led to enrolment will be stored adhering to the regulations in force.</p>

## 4. Data recipients

Your personal data may be shared with other parties. Specifically, it will be accessible to the employees of the data holder who are authorised to process it. They will only process it in connection with the tasks they are required to perform for the purposes intended by the data holder.

When it comes to transferring personal data, the general rule is that the data will not be transferred outside of Switzerland. However, in cases where it is necessary to transfer the data abroad for processing, USI may do so. If this happens, the data holder guarantees that the data transfer will comply with the regulations as outlined in Art. 16 et seq. DPA, whether it is to a country within or outside of the EU. The data holder will ensure that an adequate level of protection is maintained by entering into specific agreements if necessary.

## 5. Data subject's rights

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

- a) 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
- b) to obtain information in writing and free of charge concerning the personal data being processed
- c) to obtain delivery of personal data or demand that they be transmitted to third parties;
- d) to request that their personal data be stopped from being processed, disclosed to third parties, rectified or destroyed.
- e) 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;
- f) 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](mailto:privacy@usi.ch).

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