



## INFORMATION NOTICE FOR USERS OF THE STUDENT ADMINISTRATION OFFICE ON PROCESSING OF PERSONAL DATA

### Preamble

As provided by art. 13 of EU 2016/679 Regulations and art. 13 of the legislative decree no. 196/2003, the University of Milan informs users of the Student Administration Office (aspiring students, students enrolled in degree programmes, graduates) regarding use of their personal data. The University of Milan continues to observe the laws on transparency and freedom of information.

### 1. The data controller and Data Protection Officer (DPO)

The data controller for the University of Milan is the Rector, Via Festa del Perdono n. 7, 20122 - Milan, e-mail [infoprivacy@unimi.it](mailto:infoprivacy@unimi.it).

Pursuant to art. 37 and following of EU 2016/679 Regulations, the University appointed as Data Protection Officer (DPO) Dr. Pierluigi Perri, Via Festa del Perdono n. 3, 20122 - Milan, e-mail [dpo@unimi.it](mailto:dpo@unimi.it).

### 2. Purposes and legal basis of the processing

Personal data obtained and processed by the Student Administration Office is:

- a) data provided directly by users on registration for admission exams for study programmes, on application for economic aid and benefits, on enrolment and during the whole University career;
- b) data related to the economic situation of the student's family provided by the ISEE/ISEEU certifications for the payment of university fees and for the admission to economic aid and benefits based on specific income requirements;
- c) data provided from time to time by users in relation to services requested;
- d) data on university career;
- e) data provided on enrolment in state examinations conducted at the University of Milan.

This data is processed exclusively to pursue the institutional aims of the University, in particular to fulfil its legal role in managing teaching and administrative relations between the University and students, as well as for providing specific services requested by users.

The supply of data is necessary to establish the relationship between students and University and to provide services requested by users. Failure to provide the data indicated in section 2 at points a), b), d) and e) precludes establishment and continuation of a relationship with the University. Failure to provide the data indicated at point c) prevents access to the services requested.

### 3. Methods of data processing

The data collected observes the principles of relevance, completeness and non excessiveness in relation to the purposes for which it is processed. The personal data provided is processed observing the principles of lawfulness, fairness and transparency envisaged by the law, also with



the aid of information technology for data storage and management, and in any case so as to ensure its security and fully protect the privacy of the persons concerned.

The data may be processed in anonymous form for statistical analysis aimed at improving the services offered.

#### **4. Categories of subjects to whom data can be communicated or who might come into possession of same and eventual data transfer abroad**

Users' personal data will be processed by university employees of the Student Administration Office (appointed of the treatment) in accordance with relevant current regulations.

Data can be communicated:

- a) to University structures requiring it for institutional purposes or in observation of the legislative obligations;
- b) to non-economic public subjects or consortia to which the University belongs when communication is necessary to carry out the institutional functions of the requesting body;
- b) to external subjects identified as responsible for processing (firms that manage admission tests to study programmes);
- c) to public and private subjects who apply for the purpose of facilitating the orientation, education and professional integration of students and graduates of the University;
- d) to the bank that manages services connected with the card provided at enrolment, which processes the data as autonomous data controller and supplies the persons concerned with the information notice on the processing of the data assigned to it.

Sensitive and legal data can be communicated for the purposes of section 2 only where provided for by laws and regulations, except for data legitimately requested by the public security authority, the judicial authority or other public subjects for the purposes of defence, security of the State and investigation of crimes, as well as communication to the judicial authority as provided by law, where crime is suspected.

Except in these cases, personal data is never communicated or disseminated to third parties in any form or in any way.

#### **5. Length of the data retention**

Personal data contained in student's dossier, in ranking lists, in minutes of the admission tests and in decrees regarding students and graduates will be retained by the University of Milan for an unlimited period of time. Personal data contained in paper documents of admission tests will be instead retained for 5 years.



## 6. Rights of persons concerned

According to art. 15 and following of EU 2016/679 Regulations and to art. 7 of Leg. Decree 196/2003 the interested parties have the following rights:

- Right of access: right to obtain from the data controller the confirmation that a treatment of personal data concerning themselves is in process and, in that case, to obtain access to the information specified in art. 15 of the General Data Protection Regulation;
- Right to rectification: right to obtain from the data controller the rectification of wrong personal data concerning themselves, without delay, and the integration of the incomplete data, also providing an additional declaration;
- Right to erasure: right to obtain from the data controller the erasure of personal data concerning themselves, without delay, in cases where the reasons specified in art. 17 of the General Data Protection Regulation exist;
- Right of processing limitation: right to obtain from the data controller the limitation of data processing, if one of the events specified in art. 18 of the General Data Protection Regulation occur;
- Right to data portability: right to receive in a structured and commonly used format, readable from any automatic device, the personal data concerning themselves and the right to transfer that data to another data controller, without hindrance from the controller from whom the personal data are withdrawn, in cases where the reasons specified in art. 20 of the General Data Protection Regulation exist;
- Right to object: right to object at any time, for reasons connected to their particular situation, to the processing of personal data concerning themselves in the cases and with the procedures provided by art. 21 of the General Data Protection Regulation;
- Right to not being subject to a decision based only on an automatic processing, including profiling, that produces juridical effects on them or which affect them significantly, according to the modalities provided by art. 22 of the General Data Protection Regulation.

These rights can be exercised by application to the chief data processor above mentioned.

## 7. Right to lodge a complaint with a supervisory authority

The interested party has the right to lodge a complaint with a supervisory authority in the country of residence or with any supervisory authority in the European Union.