



## INFORMATION TO FOREIGN STUDENTS ABOUT THEIR PERSONAL DATA (according to Italian [Data Protection Code - Legislative Degree No. 196/2003](#))

### 1. Introduction

According to section 13 of Italian Data Protection Code (Legislative Degree No. 196/2003) and to section 7 of University's data protection regulation, the Università degli Studi di Milano (hereinafter "*the University*") informs all foreign students attending the International Exchange Programmes for students about the rules of collecting, using and communicating their personal data.

The University of Milan complies with the current Italian Regulation about transparency (Legislative Degree No. 33/2013).

### 2. Processing purposes

The personal data collected and processed by the International Relations Office are those provided directly by foreign students through application forms.

The personal data are processed exclusively for the achievements of institutional aims, the management of the relationship between the University and foreign students and the supply of the services requested by students.

### 3. Method of processing data

The personal data collected shall be relevant, complete and not excessive in relation to the purposes for which they are collected and subsequently processed.

Personal data collected by the University are indispensable for the supply of services requested by students.

Personal data are processed lawfully and fairly, also by electronic means that can record and manage personal data. The University respects all the security measures to protect the student's data.

The University can also collect anonymous data to improve the quality of the services offered to foreign students.

### 4. Entities or categories of entity to whom or which the data may be communicated, or who/which may get to know the data in their capacity of Data Processors or Person in charge of the processing

Personal data are collected and processed according to the Italian legislation by the Persons in charge of the processed data of the International Relations Office.

Personal data shall be communicated also to:

- a) others university offices or departments that request personal data in order to achieve their institutional aims and in compliance with the Italian legislation;
- b) non economic public bodies or associations joined by the University (es. C.I.Di.S.) in order to achieve their institutional purposes;
- c) other associations or public bodies, in their capacity of Data Processor (if appointed by the Data Controller).

The judicial and sensitive data shall be processed exclusively where it is expressly authorised by law or regulation.

Personal data will always be disclosed or communicated, upon request, to Police, Security Authority or other public bodies out of defence and security purposes.

### 5. Data subject's rights

According to section 7 of Italian Data Protection Code (Legislative Degree No. 196/2003), data subject has the right to:

- know:
  - a) the source of the personal data;
  - b) purposes and method of processing;
  - c) the logic applied to the processing, if the latter is carried out with the help of electronic means;
  - d) the name of Data Controller and Data Processor and Entities or categories of entity to whom or which the data may be communicated, or who/which may get to know the data in their capacity of Data Processors or Person in charge of the processing;
- obtain without delay:
  - a) updating, rectification or, where interested therein, integration of the data;



b) erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected and subsequently processed;

c) the certification to the effect that the operations as per letters a) and b) have been notified, also related to the contest, to the entities to whom or which the data were communicated or disseminated, unless the requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.

• object, in whole or in part :

a) on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;

b) to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.

## 6. Data controller and Data Processor

The rights referred to in Section 7 of Italian Data Protection Code (Legislative Degree No. 196/2003), may be exercised by making a request to the Data Processor, that is the head of International Relations Office.

The Rector  
(Signed Gianluca Vago)