



PRIVACY NOTICE
Pursuant to art. 13 Reg. EU/2016/679

Foreword

Luiss - Libera Università Internazionale degli Studi Sociali “Guido Carli” (hereinafter Luiss) is an independent university with an advanced education model.

This privacy notice describes the characteristics of the processing undertaken by Luiss in relation to the personal data of students participating in cooperation and international exchange programs and highlights the students’ statutory rights in this regard.

The privacy notice is periodically updated to take account of regulatory developments and new methods of processing personal data.

What personal data do we collect?

The Controller collects and processes the following personal data

- identifying data (name, surname, place and date of birth, personal tax number and citizenship);
- contact data (residential address, e-mail address and telephone number);
- data relating to academic record;
- data relating to knowledge of foreign languages;
- data relating to educational and professional experiences other than the academic record.

Why do we collect your data and why is their processing lawful?

The Controller collects and processes the data subject’s personal information in pursuit of the following purposes:

- a) to manage – including from an administrative point of view – the relationship with the registered student, organizing all the training activities, teaching support and assessment of the acquired skills, through final exams and interim tests (the legal legitimacy of the processing can be found in the performance of a task of public interest or related to the exercise of public authority pursuant to art. 6, par. 1, lett. e) of the EU Reg./2016/679);
- b) to manage the relationship with the university of origin of the student through the exchange of the documentation necessary for the completion of the updating of the curricular status, the sharing of information relating to the courses followed, the results obtained for the purpose of their recognition within the educational program of origin (the legal legitimacy of the processing can be found in the performance of a task of public interest or connected to the exercise of public powers pursuant to art.6, par. 1, lett. e) of the Reg. EU / 2016/679);
- c) to manage – from an accounting and tax point of view – the relationship with the registered student (the legal basis for the processing lies in the contract and the relevant law);
- d) to offer and manage placement and internship services (the legal basis for the processing lies in the contract signed between the University and the registered student);
- e) to offer and manage student reception and consultancy services also through the organization of cultural and recreational events that promote integration between students (the legal basis for the processing lies in the contract signed between the University and the registered student);
- f) to support the interested party in the search for accommodation (the legal basis for the processing lies in the contract signed between the University and the registered student);
- g) submit the personal data of the data subject to institutions and bodies in the context of cooperation and exchange programs with European and international Universities and



- University's Institutional Associations (e.g. ESN Association) (the legal basis can be found in the consent given by the data subject);
- h) to send commercial communications and newsletters relating to the services offered and the initiatives promoted, as well as to invite the data subject to take part in events or training sessions or to participate in courses pertinent to the data subject's education and employment (the legal basis for the processing lies in the consent given by the data subject);

How does the Controller process your personal data and how long is the data stored for?

The data subject's personal data are processed both on paper and electronically (servers, cloud database, software, etc.).

The Controller stores the data subject's data for a period of time consistent with what the law prescribes and having regard to the time required to correctly achieve the purposes stated above.

To whom do we communicate your personal data?

- internally

The personal data of registered students can be accessed solely by the University's employees and other personnel so as to provide the students with the requested services and limited solely to the data necessary to that end, in particular:

- administrative staff;
- collaborators;
- academic staff.

Our employees and other personnel have been informed and trained regarding the importance of observing the rules and principles governing the processing of personal data and are authorized pursuant to art. 29 of the GDPR and art. 2 quaterdecies of Legislative Decree 196/03.

- externally

The Controller shares the personal data of registered students as well as with national and European institutions and agencies, which govern international exchange projects and with foreign universities participating in such projects, with some suppliers that play a role in providing the requested services and that have been specifically appointed as external Processors to that end, in particular:

- third parties whose services the Controller avails of to handle tax and accounting aspects of the relationship (for example, banks);
- third parties whose services the Controller avails of to provide insurance;
- third parties whose services the Controller avails of to manage the overall relationship with data subjects;
- third parties whose services the Controller avails of to manage placement and internship opportunities for students;
- third parties of which the Controller makes use of for the provision of reception and consultancy services to the student also through the organization of cultural and recreational events that promote integration (for example ESN-Erasmus Student Network);
- Third parties which the Controller uses in order to offer and manage student support services in the search for accommodation (for example real estate agencies);
- third parties whose services the Controller avails of to make it easier for students from third countries to obtain visas (for example, embassies).

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Suppliers that access data do so in compliance with applicable data protection law and the instructions given by the Controller acting as Data Controller or designated Data Processor by Luiss pursuant to art. 28 of the GDPR.

The communication of data may also take place if required by law or required by an Authority with the necessary powers.

Are your data transferred abroad?

The data of registered students is transferred abroad only when necessary to facilitate cooperation and international exchange services: the transfer in these cases is based on adequacy decisions or on the standard clauses of the European Commission or on the provisions of art. 49 of the GDPR.

It is possible to request the list of countries located outside the European Economic Area to which the student's data are transferred from the address privacy@luiss.it, as part of the exchange program.

What are your rights as a data subject and how can you exercise them?

The European Union's General Data Protection Regulation (GDPR) grants data subjects' specific rights. In particular, the right of access, rectification, opposition to processing aimed at commercial or exclusively automated activities, cancellation, limitation and portability of data, if applicable to the processing activities, as well as the right to contact the Authority for the protection of personal data.

Any data subjects wishing to exercise their statutory rights may, without formality, send an e-mail to privacy@luiss.it or write to the Controller Luiss Guido Carli at Viale Pola 12, 00198 Rome, Italy, setting out their request and furnishing the information necessary to identify them.

The references of the Responsible for the protection of personal data (RPD or Data Protection Officer, DPO) can be consulted on the website of the Owner <http://www.luiss.it/contatti>.