



## **Privacy Notice – Progetto Mediterraneo a.y. 2024-2025**

### **Premises**

Luiss - Libera Università Internazionale degli Studi Sociali Guido Carli (or Luiss), is an independent university that offers an advanced educational model. This privacy notice illustrates the ways in which the personal data of students participating in the Progetto Mediterraneo a.y. 2024-2025 is processed by Luiss, also highlighting the rights that the law guarantees. This document is periodically updated in order to adapt it to the existing provisions of law and/or to the new ways in which personal data is treated, granting, therefore, transparency.

### **Which kind of data is collected?**

Luiss, as data Controller, collects and processes the following personal data:

- Identifying data (name, surname, place of birth, gender, place of birth, nationality, identity card/passport);
- Contact data (permanent address, e-mail, phone number);
- Proof of disadvantaged socio-economic status.

### **Purposes for which data is collected and reasons that make the processing legitimate.**

Luiss collects and processes the personal data of the data subject for the following purposes:

- a) To grant potential scholarships (the processing is legitimated from a pre-contractual and/or contractual phase between the University and the student);
- b) To manage, from a fiscal point of view, the relationship with the student (the processing is legitimated from the contract and from the provisions of law in this area).

### **Through which means the Controller processes the personal data and how long are the data stored for?**

The personal data of the data subject is processed both in a paper-based and electronic manner (servers, database in cloud, application software etc.). The Controller keeps the information of the data subject for a period that is identified according to a civil prescription criterion and in compliance with specific law of the sector, as well as necessary terms for the correct implementation of the objectives indicated above.

### **To whom we disclose the personal data?**

#### **1. For internal communication:**

Only Luiss employees and staff may access the personal data of the enrolled student to guarantee him/her the demanded services and this is limited only to the information that is instrumental and connected to the purpose. In particular:



- The administrative staff. Luiss employees and staff members are informed and trained on the importance of the respect of the principles and the regulation relative to the processing of personal data.

## 2. **For external communication.**

The Controller shares personal data of the data subject with some suppliers that assist him during the delivery of the required services and that are, for this purpose, specifically appointed as external responsible for the data processing. In particular:

- third parties that the Controller uses for the management of the fiscal and accounting aspects of the relationship (for example the credit institutions);
- third parties that the Controller uses for the presentation of the insurance services;
- third parties that the Controller uses for the allocation of services that are instrumental for the management of the complexity of the relationship with the data subject;
- third parties that the Controller uses for the possible allocation of scholarships.

Whenever the supplier accesses the data, this will be made in the respect of the existing law on the issue of data protection and following the instructions given by the Controller. Luiss will not disclose and neither transfer personal information to third parties without the consent of the data subject, unless it is not requested from the law or from an authority:

- in the case in which it is necessary for national security issues;
- for public interest reasons;
- in relation to a request coming from public authorities.

### **Can the data be transferred abroad?**

The data of the student enrolled will not be transferred outside the European Economic Area.

### **Which rights does the law recognize to the data subject and how can the data subject exercise its rights?**

The European General Data Protection Regulation (2016/679) grants to the data subject of the processing of data certain and specific rights. In particular, the right to access, rectification, opposition to the processing for commercial activities or merely automated, erasure, object, restriction of processing and portability of the data, as well as the right to turn to a competition authority for the protection of personal data.

Whenever the data subject desires to exercise the rights recognized by law he may send, without any kind of formal request, an email to the following email address: [privacy@luiss.it](mailto:privacy@luiss.it) or write to the Controller, Luiss Guido Carli, to the following address: Viale Pola n.12 -00198-Roma, specifying the request and providing the necessary information for its identification.

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The references of the responsible for the protection of personal data (RDP or Data Protection Officer, DPO) are available on the Controller's website [www.Luiss.it](http://www.Luiss.it)

The Controller will ensure to give a response within a month. Should he not succeed in supplying feedback within the term above mentioned, the Controller will deliver a detailed explanation on the reasons for which he cannot satisfy the request.