



**Call for Faculty Exchange Program with Sciences Po**  
**Outgoing Luiss Faculty - Academic Year 2024/2025**  
**Application form to be sent to [facultymobility@luiss.it](mailto:facultymobility@luiss.it) by June 21, 2024**

**1. Personal data of applicant:**

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Department/School: \_\_\_\_\_

Current Position:

- Full Professor – Professore Ordinario/Professoressa Ordinaria**
- Fixed-term Full Professor – Professore Straordinario/Professoressa Straordinaria a tempo determinato (ART. 1, CO.12 -l. 230/2005)**
- Associate Professor – Professore Associato/Professoressa Associata**
- Associate Professor (Research)**
- Senior Assistant professor – Ricercatore/Ricercatrice a tempo determinato, “lett. B” (RTDB)**
- Junior Assistant Professor – Ricercatore/Ricercatrice a tempo determinato “lett. A” (RTDA)**
- Assistant Professor (Research)**
- Tenure-track Assistant Professor – Ricercatore/Ricercatrice Tenure Track (RTT)**
- Lecturer**
- Senior Lecturer**

I have taken part in previous mobility programs: YES  NO

If yes, please specify: \_\_\_\_\_

**1. Overall objectives and added value of the Mobility**



## 2. Provisional short description of the proposed Research and Teaching Activity

### Attachments

- Curriculum Vitae
- Declaration of interest (eg. Email, letter etc) from the department/school/laboratory or from the faculty member at Sciences Po that may host the candidate, including intended dates foreseen for the mobility period

I authorize the processing of my personal data, under the General Data Protection Regulation (GDPR) Reg. EU/2016/679, for the purposes of the program.

Date : \_\_\_\_\_

Signature

\_\_\_\_\_

## Privacy Notice ex 13 Reg. 2016/679/EU

### Foreword

This privacy notice sets out the characteristics of the processing undertaken by Luiss (the “Controller”) in relation to the personal data provided by applicants of the Faculty Exchange between Luiss and Sciences Po, and highlights their statutory rights in this regard.

This 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, gender and tax number);
- contact data (permanent address, current address, e-mail address and telephone number);
- curriculum vitae.

### 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:

- to allow the data subject to send their application, and thus participate in the selection process (the legal basis of the processing can be found in the performance of a task of public interest or connected to the exercise of public authority pursuant to art. 6, par. 1, lett. e) of Reg. 2016/679/EU, and to art. 2-ter of D.lgs. 196/03);
- to manage, from an administrative point of view, the selection of candidates based both on the assessment of the merit and on the curriculum of the data subject (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 authority pursuant to art. 6, par. 1, lett. e) of Reg. 2016/679/EU, and to art. 2-ter of D.lgs. 196/03).

### 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 data subjects can be accessed solely by the University's employees and other personnel to provide the data subjects with the requested services and limited solely to the data necessary to that end, in particular:

- administrative staff;
- academic staff;
- collaborators.

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.

- Externally

The Controller shares the personal data of registered students 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.

Suppliers that access data do so in compliance with applicable data protection law and the instructions given by the Controller.

The Data Controller does not share the personal data of data subjects to external parties, unless it is required by law or by an Authority, i.e.:

- if it is necessary on grounds of national security;
- for reasons of general interest;
- on foot of a request made by public authorities.

### **Are your data transferred abroad?**

The data of the interested party are not transferred outside the European Economic Area. Should a data transfer be necessary, the provisions of Title V of the GDPR will be safeguarded.

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

The GDPR grants data subject specific rights, in particular, regarding access to data, rectification of data, objection to processing of data for commercial purposes or automated processing of data, erasure of data, restrictions on processing of data and portability of data. Data subjects are also entitled to lodge a complaint before the Data Protection Authority.

Any data subject wishing to exercise their statutory rights may send an e-mail to [privacy@luiss.it](mailto:privacy@luiss.it), or write to the Controller Luiss Guido Carli at Viale Pola 12, 00198 Rome, Italy.

The contact details of the Data Protection Officer (DPO) can be viewed on the Controller's website at [www.luiss.it](http://www.luiss.it).