



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 and graduates participating in double degree programs starting the Master’s degree in the a.y. 2024/2025, 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, ID or passport);
- contact data (permanent address, e-mail address and telephone number);
- data related to academic records.

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 offer and manage double degree programs (the legal basis for the processing lies in the contract signed between the University and the registered student);
- to manage – including from an administrative point of view – the relationship with the 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. and EU Reg./2016/679);
- to submit the personal data of the student to institutions and bodies in the context of cooperation and exchange programs with European and international Universities (the legal basis for the processing lies in the relevant law and in the exercise of public authority pursuant to art. 6, par. 1, lett. and EU Reg./2016/679).

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.

- **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;
- third parties whose services the Controller avails of to manage placement and internship opportunities for students;
- third parties that the Data Controller uses in order to offer and manage support services to the student in the search for accommodation (e.g. 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).

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

The Controller may not communicate personal data to third parties without the data subject's consent unless communication is mandated by law or by the authorities:

- should such prove 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?

As a rule, your data will not be transferred outside the European Economic Area. If such a transfer is necessary, the provisions provided for in Chapter V of the GDPR will apply.



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:

- **Right of access:** you have the right to obtain a copy of the personal data we are in possession of and which are being processed;
- **Right to rectification:** you have the right to rectify your personal data stored by the Data Controller if they are not updated or correct;
- **Right to object to the processing of personal data for commercial purposes:** may request that the Data Controller stop sending commercial communications at any time;
- **Right to object to decisions based on exclusively automated processes:** you can request not to be the recipient of decisions made on the basis of exclusively automated processes, including profiling activity;
- **Right to revoke a consent given:** has the right to revoke the consent given for a given treatment at any time;
- **Right to contact the Guarantor for the protection of personal data:** you have the right to contact the Guarantor for the protection of personal data if you have doubts about the processing of personal data by the Data Controller.

You can also exercise the following rights under certain circumstances:

- **Right to erasure:** you may request that the Data Controller erase your personal data if the purposes of the processing have ceased and there are no legitimate interests or laws that require its continuation;
- **Right to object to processing:** you can request that the Data Controller cease to carry out a specific processing on your personal data;
- **Right to limit the processing:** you have the right to request that the Data Controller limit the processing operations on your personal data;
- **Right to data portability:** you have the right to obtain a copy of your data in a structured and computerized format that can be transferred to another Data Controller.

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>.

The Controller will reply within one month. Should the Controller be unable to reply by the above deadline, it will give you a detailed explanation as to why your request cannot be satisfied.