

INFORMATION ON THE PROCESSING OF DATA INHERENT TO PROCESSES OF THE AREA OF EDUCATION AND STUDENT SERVICES

Dear user, in accordance with Article 13 of EU Regulation 2016/679, also known as GDPR, please find the following information on how we will process your personal data.

Your personal data will be processed in accordance with the principles of propriety, lawfulness, transparency and the protection of privacy and your rights. It may occur manually or electronically or with the use of IT or automated devices. Data processing may consist of any operation carried out with or without the use of automated processes, including the collection, recording, organisation, structuring, storage, elaboration, selection, blocking, adaptation, modification, extraction, consultation, use, communication via transmission, diffusion or any other means of making available, comparison, interconnection, limitation, cancellation or destruction of said data.

Who is the Data Controller?

The Data Controller – i.e. the body that determines how and why your data is processed – is the University of Milano-Bicocca, located in Piazza dell'Ateneo Nuovo 1, 20126 Milan, represented by its legal representative Rector Giovanna Iannantuoni (hereinafter the “Controller”). You can contact the Controller by writing to the address shown above or sending an email to rettorato@unimib.it or the certified email address ateneo.bicocca@pec.unimib.it

Who is the Data Protection Officer?

The University of Milano-Bicocca has appointed a Data Protection Officer who can be contacted with all queries relating to personal data processing and to exercise any rights deriving from GDPR. The Data Protection Officer can be contacted at rpd@unimib.it or certified email address rpd@pec.unimib.it.

Why do we process your data?

In accordance with Article 6, Paragraph 1, of GDPR, your personal data is processed so that the relevant university department/bodies can fulfil all duties allocated to them. More specifically, the university with process your data for:

- Procedures for the selection, admission, enrollment and career of students enrolled in bachelor's, master's, graduate school, PhD and single courses;
- Processes related to the preparation of final papers for individual courses of study;
- Services provided to support users with disabilities and specific learning disorders;
- Disbursement of financial benefits and the aspects related to the right to study;
- State Examinations;
- Incoming and outgoing student mobility;
- Disciplinary proceedings against students;
- Relationships for internships and apprenticeships;
- Registration and issuance of certificates for participants in CME events and continuing education courses that do not award CFUs;
- Collaboration contracts as part of the University's educational projects (excluding Courses of Study and summer schools);

- Teaching, co-tutoring, research and funding agreements;
- Accreditation procedure for degree programs;
- Placement activities related to those enrolled in PhD programs;
- Communications concerning services, training, educational activities and events organized by the University;
- Statistical and/or course evaluation surveys sponsored by MIUR, ANVUR, ISTAT;
- Reports of opportunities, events, educational activities promoted by other entities;
- Data may also be used for institutional research purposes.

Who can we communicate your data to?

Your data is processed by personnel who belong to the departments of the university and are authorised by the Data Controller, in accordance with their functions and skills.

Moreover, the Data Controller can communicate your personal data to the following external third-party subjects, because their activities are essential to the achievement of the aforementioned purposes, including as regards functions attributed to them by law:

- MIUR - Ministero dell'Università e della Ricerca;
- CUN - Consiglio Universitario Nazionale;
- ANVUR - Agenzia Nazionale di Valutazione del Sistema Universitario e della Ricerca;
- MEF - Ministero dell'Economia e delle Finanze;
- ISTAT - Istituto Nazionale di Statistica;
- CRUI - Conferenza dei Rettori delle Università Italiane;
- CUS - Centro Universitario Sportivo;
- Ministero della Salute;
- Certifying Administrations, when checking substitute declarations made for the purposes of Presidential Decree n. 445/2000;
- Public bodies, for the purpose of awarding any grants, contributions or other benefits, including to particular categories of students;
- Public and private entities, including those from third countries, as well as private entities with which there appears to be a relationship related to training or its financing;
- State Attorney's Office, Ministry of Foreign Affairs and International Cooperation, Police Headquarters, Prefectures, Embassies, Public Prosecutor's Office, Ministry of the Interior, regarding residence permits or recognition of special status of the student;
- Region, other accredited or authorized public and private operators and potential employers, for the purpose of guidance and job placement (pursuant to Law 30/2003, on labor market reform, and subsequent implementations);
- Insurance agencies and Inail, for insurance and accident management requirements;
- University and academic institutions, including foreign and non-EU institutions for fulfillments and activities aimed at fostering international student mobility and transfer management;
- Foreign Universities and Academic Institutions and public and private entities, within the framework of agreements that provide for the establishment of courses of study with joint, double or multiple degrees or joint supervision of the thesis;
- University staff to conduct research activities aimed at analyzing possible improvements in services, in a

form that does not allow direct identification of the data subject;

- Other public or private entities to which the University entrusts services within its competence, within the limits provided by law, in out-sourcing or with which conventions or agreements are put in place;
- Professional Associations, Trade Associations, and Colleges for fulfillments related to State Examinations;
- Judicial authority, for the detection and/or prevention of crimes;
- Private entities, including foreign ones, upon request from the same interested party, to confirm the presence of any titles or requirements, with the aim of facilitating orientation, training and professional placement in accordance with Art. 96 of Legislative Decree 196/03;
- Internal Revenue Service, for tax compliance required by law and the request for the assignment of tax codes to foreign students;
- Medical Officer for fitness examinations and health surveillance;
- General Practitioners, for fulfillments related to the completion of the State Medical Surgeon examinations;
- CINECA;
- CNUDD - Conferenza Nazionale Universitaria dei Delegati per la Disabilità;
- CALD (Coordinamento Atenei Lombardi per la disabilità e i dsa);
- Presidenza del Consiglio dei Ministri – Ufficio per il Servizio civile Nazionale;
- External collaborators Educational tutors;
- Nursing staff;
- Consorzio interuniversitario Alma Laurea;
- Accredited student associations for services to support international mobility;
- PRAP – Provveditorato Regionale Amministrazione Penitenziaria.

In the event that your data is transferred out of the EU or to international organisations, you will be provided with a specific information notice. In the event that no decision on adequacy has been issued for the destination country, or if appropriate and adequate guarantees are not available as regards data protection and/or no information as to how to obtain a copy of your data or the location where the data is made available is provided, you will be asked to grant your consent before we proceed with the transfer.

Is it compulsory for you to provide us with your data?

Yes, because in case of refusal, the University will not be able to proceed in the specific activities and fulfill the requests made. On the other hand, it is not necessary to formally express consent to the processing of data

How long will we store your data for?

Your personal data is processed by the Data Controller until the purposes envisaged by the project are fulfilled. If your personal data is stored in the database of the Data Controller, it is stored for an unlimited period of time. If your personal data is contained in analogue documents and/or digital products or products owned by the Data Controller, this data is subject to legal storage time limits; the various time limits are contained in the “Disposal of analogue and digital documents guidelines”, which can be found on the university website.

Where present, authentication logs will be erased after 180 days.

What are your rights and how can you exercise them?

You have the right to:

- access your personal data;
- obtain the correction or cancellation of data or the limitation of data processing;
- request data portability if data is in digital form;
- oppose data processing;
- make a complaint to the supervisory authorities.

You can exercise your rights by contacting the Data Controller and/or the Data Protection Officer; the Data Controller must respond to you within 30 days of the date they receive your request (this period can be extended to 90 days if the request is particularly complex).

In the event that you believe that your data has been processed in a way that violates relevant regulations, or if the response to a request in which you have exercised one or more of the rights set out in Articles 15-22 of GDPR fails to arrive within the time limit indicated or is unsatisfactory, you can contact the supervisory authority or the authority of the protection of personal data.

Will you be subject to automated decision-making processes?

You will be subjected to automated decision-making processes only in reference to how financial benefits are disbursed and how the right to study is managed. In no other case will you be profiled, nor will you be subject to decisions based on other automated processing unless you have explicitly given consent for this.

Is your data safe?

Your data is processed in a lawful, proper manner and we adopt appropriate security measures designed to prevent any unauthorised access, disclosure, modification or destruction of the data.

[This policy was last updated on 25/06/2024]