



## INFORMATION ON THE PROCESSING OF PERSONAL DATA

(art.13 of EU Regulation 2016/679)

### Foreword

This privacy notice describes the characteristics of the processing undertaken by Luiss in relation to the personal data of those who intend to create an account and a personal data sheet to allow registration to the services offered by Luiss.

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 gender);
- contact data (e-mail address).

### 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 manage the creation of an account and a personal registry to allow registration to the services offered by Luiss. (such as, by way of example, events, summer schools ...). The legal legitimacy of the processing is found in the execution of contractual obligations between the Data Controller and the interested party.

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

The data subject's personal data are processed 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**

Luiss staff who need it to manage all the relationships with the data subject can access the personal data of the data subject, with particular reference to the administrative 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**

Data Controller shares the personal information of the interested parties with some suppliers who assist them in providing the requested services and who are specifically appointed for this purpose as external Data Processors. In particular, third parties that the Data Controller uses for the provision of services instrumental to the management of the whole relationship with the interested party.

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:

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- 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?**

Personal data are not transferred outside the European Economic Area.

**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, 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 seek redress through the Data Protection Authority.

Any data subjects wishing to exercise their statutory rights may, without formality, 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, setting out their request and furnishing the information necessary to identify them.

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).

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.