

## **Personal Data Processing Policy, pursuant to Article 13 of EU Regulation 2016/679 on the protection of personal data**

### **INFORMATION ON PERSONAL DATA PROCESSING RELATED TO ERASMUS STUDENTS**

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 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](mailto:rettorato@unimib.it) or the certified email address [ateneo.bicocca@pec.unimib.it](mailto: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 is Ms Maria Bramanti, who can be contacted at [rpd@unimib.it](mailto:rpd@unimib.it) or certified email address [rpd@pec.unimib.it](mailto: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 will process your data for:

- activities relating to your enrolment to the Italian Language Course
- activities relating to the registration of your ECTS at the University
- activities relating to the assignment of the Open Badge

#### **Who can we communicate your data to?**

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

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

Yes, because if you fail to do so, the university will be unable to complete required activities and deal with requests. However, no formal declaration of consent for data processing is required.

### **How long will we store your data for?**

Your personal data is stored in the database of the Data Controller for 1 year. 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?**

No, you will not be subject to any decisions based solely on automated processes (including profiling), unless you have explicitly provided your 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 12/10/2021]