Information on personal data processing of USI graduates
1. Introduction

The purpose of this document is to provide information on how USI processes the personal data of individuals who have successfully completed their academic career and graduated from a bachelor’s, master’s, doctoral or continuing education programme.

2. Data holder

This document is provided by USI - Università della Svizzera italiana, with statutory seat in Via Buffi 13, 6900 Lugano, Switzerland in its capacity as Data holder.

The Data holder may be contacted by writing to the office address, by calling +41 58 666 40 00 or by emailing info@usi.ch. The data protection team can be contacted directly at privacy@usi.ch.

3. Purpose of the data processing, justification, type of data and retention period

USI (Università della Svizzera italiana) processes personal data of individuals based on the requirements associated with the tasks entrusted to it under the Universities Act.

Additionally, the data is processed to establish and strengthen a network of contacts between USI graduates, facilitate communication between graduates, companies, and institutions, support the professional development of the graduate community, and promote USI's development. The table below provides a summary of the data processing purposes, justifications, types of data, and the corresponding retention periods.

<table>
<thead>
<tr>
<th>Purpose of the data processing</th>
<th>Justification</th>
<th>Type of data</th>
<th>Retention period</th>
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<tbody>
<tr>
<td>Data entry and update of information for graduates in the USI information system.</td>
<td>Fulfilment of the legal task Art. 6 para. 2 LPDP in accordance with the Law on Schools of Higher Education (LSU) and LArch (TI) in particular, legal certainty</td>
<td>Personal and study-related data (including, but not limited to, name, surname, gender, email address, registration number, date of birth, academic course completed, ...) Data pertaining to the graduate’s professional environment (including, but not limited to, employer, role, sector, start and end dates, place of work, professional contacts (email/phone))</td>
<td>Data on USI graduates will be stored indefinitely within the information systems in compliance with the archiving obligations provided for by the regulations in force</td>
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### 4. Data recipients

To ensure the above-mentioned services and in accordance with the respective purposes, the above-mentioned personal data will be processed by the appointed personnel only to the extent necessary for the fulfilment of their respective tasks.

To ensure the services mentioned above and in accordance with their respective purposes, only the necessary personnel will process the personal data. When transferring personal data, the general rule is that it will not be transferred outside of Switzerland. However, in cases where it is necessary to transfer the data abroad for
processing, USI guarantees that the transfer will comply with the obligations laid down by the legislation and contracts entered into by the University to protect personal data.

The University shares personal data with other public or private institutions only when they are required to process such information for purposes related to their institutional tasks under applicable rules, laws, or regulations. In these cases, the entities will act as autonomous controllers of personal data, and data subjects may contact them to exercise their rights, where appropriate. Examples of these entities include the Federal Statistics Office, to which USI is required to provide details of the graduate survey carried out.

5. Data subject's rights

The data subject holds, in particular, the following rights:

a) to obtain the rectification of inaccurate or outdated personal data, to revoke previously given consent to the processing of data, to prevent the disclosure to third parties of personal data worthy of special protection;

b) to obtain information in writing and free of charge concerning the personal data being processed;

c) to obtain delivery of personal data or demand that they be transmitted to third parties;

d) to request that their personal data be stopped from being processed, disclosed to third parties, rectified or destroyed;

e) to request that a certain processing of personal data be stopped, that a certain disclosure of personal data to third parties be prohibited, or that personal data be erased or destroyed;

f) to contact the cantonal representative if disagreeing with USI's data handling (https://www4.ti.ch/can/sgcgs/pd/generalita).

Please note that the rights mentioned above may be partially or totally limited by legal obligations to which USI is subject, respectively, in case of overriding interests of the latter or of a public nature.

To exercise the rights above, please write to privacy@usi.ch.

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