
Information on the processing of personal data of individuals submitting research projects to the USI Ethics Committee for evaluation

1. Introduction

The purpose of this information notice is to provide information regarding the processing of personal data carried out by the Data Controller and its organisational units – in particular, the USI Ethics Committee (hereinafter, “EC”) – with respect to individuals submitting requests for the ethical review of a research project and/or a scientific publication, within the scope of the Regulations on the Organisation of the Ethics Committee of the Università della Svizzera italiana of 6 December 2013 (“R-OEC USI”).

2. Data Controller

This information notice is provided by USI - Università della Svizzera italiana, with registered office in Via Buffi 13, 6900 Lugano, Switzerland as Data Controller.

The Data Controller may be contacted by writing to the address of the registered office, by calling +41 58 666 40 00 or by sending an email to: info@usi.ch.

The Data protection Consultant’s Service may be contacted directly at: privacy@usi.ch.

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

The provision of personal data is mandatory. Any refusal to provide such data will prevent the EC from processing the user’s request. The collection of personal data is limited to what is strictly necessary for each specific purpose of the processing.

Purpose of the data processing	Justification	Categories of personal data	Retention period
Ethical assessment of the research project and/or scientific publication to which the request refers; communications and contact with the user submitting the request (and, in some cases, with the supervisor) for the purpose of seeking clarifications or additional information, as well as for transmitting the EC’s decision; retention of the dossier and the corresponding decision.	Art. 6 para. 2 CAPDP: performance of legal duties (Art. 5 et seq. R-OEC USI).	As a rule, the following categories of personal data are processed: <ul style="list-style-type: none">• personal identification and contact data (name, surname, email address) of the user;• data concerning academic position (current role, faculty affiliation, and, where applicable, pursuit of an academic degree);• where applicable, personal identification data (name and surname) of the supervisor of the researcher submitting the request;• where applicable, information concerning the funding body;	As a rule, for a maximum period of 10 years following the date on which the Ethics Committee’s decision becomes final.

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- where applicable, a declaration regarding any conflicts of interest related to the research project and/or the scientific publication.
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If you provide us with information relating to third parties (e.g., a supervisor), you are responsible for ensuring that the processing of such personal data by the EC, as described in this privacy notice, complies with the applicable legislation. Depending on the circumstances, you may therefore only provide such data after having informed the third parties concerned and, where required, obtained their consent. Concerning the processing of personal data of employees, the respective **information notice** also applies.

USI may further process the personal data referred to above in anonymized form, to the extent necessary and in particular to meet public information needs and for statistical purposes, retaining such data in anonymous and aggregated form for a longer period than the retention periods mentioned above.

Based on an overriding interest, USI may also process the personal data required – including for periods longer than those indicated above – in order to protect its rights in the context of administrative or judicial proceedings.

The provisions of the Cantonal Act on archiving and public archives of 15th March 2011 (“Larch”; RL 164.100) remain reserved. This legislation provides for the possible further preservation of certain documents where they are deemed to possess archival value.

4. Categories of Data Recipients

Your personal data will be processed by the staff members and the members of the EC for the purpose of performing their institutional duties.

Your data may also be disclosed to qualified and/or auxiliary parties who provide the Data Controller with services instrumental to achieving the above purposes or in any case related in particular to the collection, management and storage of personal data, in support of the Controller’s institutional functions, in accordance with the modalities and within the limits set out by the applicable legislation and by the contracts concluded by the University to ensure the protection of personal data. In particular, USI may transmit your data to IT service providers and/or external consultants.

In individual cases, your personal data may be made available to public or private administrations and other authorities, as well as to funding bodies, where necessary and provided that a statutory authorisation or corresponding obligation exists in connection with the management of the research call and the performance of the Data Controller’s activities.

With regard to the transfer of data abroad, the principle is that personal data is not transferred outside Switzerland. At the same time, if a transfer of data abroad for the processing of personal data as described above is deemed necessary, USI shall have the right to proceed accordingly. In this case, the Data Controller confirms that the transfer of data within or outside the EU will be carried out in compliance with the applicable regulations (in particular Art. 14a Cantonal Act on Personal Data Protection and/or, if applicable, Arts. 16 et seq. Federal Act on Data Protection), undertaking in particular, where and to the extent necessary, to ensure that the recipient country guarantees adequate data protection, to guarantee an adequate level of

protection by entering into specific agreements that include previously approved standard contractual clauses, or, exceptionally, to collect your specific consent for the transfer abroad.

5. Data Subjects' rights

The Data Controller recognizes, in particular, the following rights:

1. Request the rectification of inaccurate or outdated personal data.
2. Where based on consent, withdraw consent to the processing of data previously given.
3. Request information in writing and free of charge regarding the personal data being processed that concerns you.
4. Request delivery of personal data or its transmission to third parties.
5. Request that unlawful data processing be stopped, that personal data collected, stored or used unlawfully be destroyed or that the consequences of unlawful processing be eliminated, or that its unlawfulness be ascertained.
6. Request that the transmission of your personal data to third parties be blocked.
7. Contact the Cantonal Data Protection Commissioner if you disagree with the management of your data by USI (<https://www4.ti.ch/can/sgcds/pd/generalita>).

It should be noted that USI reserves the right to assert restrictions provided by law, e.g. when it is obliged to store or process certain data, when required by overriding public or private interests.

Kindly contact the Data protection Consultant at the address privacy@usi.ch to exercise the above rights.

Last update: 05.03.2026 (v. 1.0.3)