Information on personal data processing of job candidates
1. **Introduction**

The purpose of this document is to provide guidance on how the Human Resources Unit processes personal data in its search and selection activities for administrative, technical, library and academic staff as well as interns, auxiliary staff, trainees and volunteers.

2. **Data Controller**

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 Controller.

The Data Controller 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, motivi justification, type of data and retention period**

The provision of data is mandatory for personnel selection. Refusal to provide the required data will result in the inability to process the data and thus failure to participate in the selection process to establish an employment relationship. Personal data is collected only to the minimum necessary for each specific processing purpose.

<table>
<thead>
<tr>
<th>Purpose of the data processing</th>
<th>Justification</th>
<th>Type of data</th>
<th>Retention period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducting search procedures, collecting applications and selecting personnel in view of a possible employment relationship</td>
<td>Fulfilment of a public task</td>
<td>Personal data: first name, surname, gender, date of birth, telephone number, e-mail, nationality, address, work permit, education, professional experience, CV, motivation letter, spoken languages, 2 referrals, work and school certificates. Any information available on social networks and/or publicly accessible archives</td>
<td>6 months after the data has been entered into our database. However, in exceptional cases where there is a real need to keep the data longer (such as for strategic evaluations or special positions), we may retain the data until the search for the specific job position is closed. The maximum retention period in such cases will be 12 months from the date the data was entered into our database.</td>
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</tbody>
</table>

If you provide us with information about third parties (e.g. referrals, previous employers, etc.) you must ensure that our subsequent processing under this policy is in accordance with
applicable law. This means that you may only provide us with such information after informing the third party and receiving their consent, if necessary. You also give us permission to contact these third parties for reference purposes and to verify the information we receive. To do so, you must authorise the third party to provide us with the requested information.

4. **Personal data recipients**

Your personal data may be shared with other parties. Specifically, it will be accessible to the employees of the Data Controller who are authorised to process it. They will only process it in connection with the tasks they are required to perform for the purposes intended by the Data Controller.

The recipients of your data may include qualified individuals who provide services to the Data Controller that are essential to the purposes mentioned above. This also includes consultants and external parties who assist the Data Controller with the selection of personnel for various roles.

When it comes to transferring personal data, the general rule is that the data will not be transferred outside of Switzerland. However, in cases where it is necessary to transfer the data abroad for processing, USI may do so. If this happens, the Data Controller guarantees that the data transfer will comply with the regulations as outlined in Art. 16 et seq. DPA, whether it is to a country within or outside of the EU. The Data Controller will ensure that an adequate level of protection is maintained by entering into specific agreements if necessary.

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/sgcds/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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