Information on personal data processing for Junior Camp
1. Introduction

The purpose of this document is to provide guidance on how personal data are processed by the Equal Opportunities Service in its management and delivery of Junior Camp activities.

As this document involves the processing of personal data that includes information about minors, it is important to obtain the consent of their parents or legal guardians. Therefore, declarations of consent and this document shall be submitted to and conferred by parents or legal guardians of the minors whose data is being processed.

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.

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

The provision of data is mandatory. Refusal to provide them will make it impossible to dispense the services requested/delivered.

<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>Management of Junior Camp registration and related invoicing. Pick-up and field trip authorisation.</td>
<td>Contract Execution</td>
<td>name, surname, date of birth and class attended by children, name, surname, occupation, email, telephone, address, signature of parent working/studying at USI</td>
<td>In compliance with retention obligations for tax or other purposes, as provided for by law. Pick-up and field trip authorisations are stored until the end of the Junior Camp, subject to special requirements for further storage.</td>
</tr>
<tr>
<td>Management of health declarations and authorisations for the administration of medicines during the junior camp</td>
<td>Contract Execution / Consent</td>
<td>health form, allergies and related medical treatment, any medication and its mode of administration required</td>
<td>Until the end of the Junior Camp</td>
</tr>
<tr>
<td>Online and offline collection and use of photographs and videos taken during the junior camp</td>
<td>Consent</td>
<td>Photographs and Videos</td>
<td>Until the consent is revoked, the Data Controller may use the material covered by it</td>
</tr>
</tbody>
</table>
2. **Personal data recipients**

Your data may be disclosed to other parties, and in particular will be accessible to the Data Controller's employees who are authorised to process the data in order to carry out the tasks they are required to perform for the purposes envisaged by the Data Controller, in compliance with the principles laid down in Art. 6 of the Federal Law on Data Protection.

The data collected for participation in the Junior Camp will also be shared with the educators taking part in the Junior Camp and with the Gender and Diversity Service of SUPSI (project partner). They will process them exclusively for the purposes indicated in this information notice in compliance with the Swiss regulations in force as set out in the Code of Obligations and the Federal Law on Data Protection.

Subject to your consent for the aforementioned purposes, the images/photographs may be forwarded to the families of the event participants.

With regard to the transfer of data abroad, the principle is that data will not be transmitted outside Switzerland.

3. **Data subject's rights**

In compliance with the rules imposed by Federal Law on Data Protection and the General Regulations on the Processing and Protection of Personal Data of Università della Svizzera italiana, the Data Subject has, 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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