Information on personal data processing related to the activities and services provided by the University Libraries of Lugano and Mendrisio
1. **Introduction**

The purpose of this document is to provide guidance on how USI - Università della Svizzera italiana processes personal data of individuals using the services offered within the university library context.

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, justification, type of data and retention period**

USI collects and processes personal data from individuals as required by the Universities Act to carry out tasks entrusted to it. The table below provides a summary of the purposes, justifications, types of data, and retention period for the processed data.

<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>Registration on the swisscovery platform to access library services, including applicant identification, material availability checks, loan services, interlibrary loan, and purchase proposal management.</td>
<td>Service provision to user</td>
<td>Name, surname, email, date of birth, gender, preferred language, address, telephone number, university affiliation if applicable, external library card number</td>
<td>Unlimited until the user requests deletion in the appropriate section of the platform. For more information about the data collected, its purpose, and the respective retention periods set by SLSP, please refer to the SLPS privacy policy.</td>
</tr>
<tr>
<td>Management and processing of loan requests from institutional bodies, consultation of rare books and reproduction via swisscovery platform</td>
<td>Service provision to user</td>
<td>Applicant's name, surname, role/affiliation (if any)</td>
<td>For more information about the data collected, its purpose, and the respective retention periods set by SLSP, please refer to the SLPS privacy policy.</td>
</tr>
<tr>
<td>Management of recalls and invoices in case of damage or loss of borrowed material</td>
<td>Service provision to user</td>
<td>Name, surname, email, address, telephone number,</td>
<td>Returns and invoices in the event of damage or loss of borrowed material will be anonymised within nine months of the...</td>
</tr>
<tr>
<td>Activity Description</td>
<td>Purpose</td>
<td>Data</td>
<td>Timeframe</td>
</tr>
<tr>
<td>----------------------</td>
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<tr>
<td>Processing of user requests submitted via online form 'Ask the Librarian' (Lugano) or by email (Mendrisio) and handling of electronic correspondence.</td>
<td>Implicit consent</td>
<td>Name, surname, email</td>
<td>Until the request has been processed or in compliance with retention obligations for tax or other purposes, as provided for by law.</td>
</tr>
<tr>
<td>Management of the request for fulfillment declaration and its processing as part of submitting the master's thesis or bachelor's final paper.</td>
<td>Fulfillment of the legal task Art. 6 para. 2 LPDP in accordance with the Law on Schools of Higher Education (UGC)</td>
<td>Nome, cognome, e-mail, numero di matricola, corso frequentato</td>
<td>Until the request has been processed or in compliance with retention obligations for tax or other purposes, as provided for by law.</td>
</tr>
<tr>
<td>Pubblicazione della produzione scientifica dei ricercatori USI all'interno della piattaforma SONAR SUSI.USI.CH</td>
<td>Fulfillment of the legal task Art. 6 para. 2 LPDP in accordance with the Law on Schools of Higher Education (UGC)</td>
<td>Name, surname, university affiliation, ORCID id, scientific content</td>
<td>The service offered by the susi.usi.ch platform is provided through the SONAR tool. The Sonar privacy policy can be found at the following link.</td>
</tr>
</tbody>
</table>
4. **Data recipients**

To ensure the services mentioned above and to comply with their intended purposes, the personal data mentioned will be processed by the University's administrative and academic staff (e.g. employees, lecturers, and professors) only to the extent necessary for the performance of their respective tasks.

The University also collaborates with external providers to offer specific services to support its library service delivery activities, such as the Swiss Library Service Platform (SLSP) for the Swisscovery platform or the Rero plus foundation for the SONAR platform.

Access to these platforms is carried out using Switch Edu Id credentials. The personal data stored in the Switch profile may be partly or fully transferred to the platforms during the registration process.

These providers are designated by the University as Data Processors and only have access to the data strictly necessary to provide the requested services in compliance with the obligations provided for by current legislation and the contracts entered into by the University to guarantee the protection of personal data.

When it comes to transferring data abroad, it's important to note that the transfer only occurs within the European Union, ensuring the protection of the data subject's rights.

USI ensures that all data transfers comply with current legislation and with the contracts stipulated by the University to guarantee the protection of personal data.

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/sgcdis/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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