Information on personal data processing for USI Newsletter
1. **Introduction**

The purpose of this document is to provide information on how personal data are processed when subscribing to a USI newsletter service.

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**

<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>Collection of information needed to subscribe to the Newsletter service by external USI users</td>
<td>Explicit consent</td>
<td>Email address; depending on the newsletter service: name, surname, audience category</td>
<td>Users may immediately revoke their consent by clicking on the “Unsubscribe” button within the newsletter</td>
</tr>
<tr>
<td>USI users subscription to the newsletter</td>
<td>Explicit consent</td>
<td>usi.ch email address</td>
<td>Users may immediately revoke their consent by clicking on the “Unsubscribe” button within the newsletter</td>
</tr>
<tr>
<td>Invio di comunicazioni a utenti esterni USI relative alle ultime notizie o aggiornamenti rilevanti inerenti le molteplici attività dell'Università attraverso la piattaforma Newsletter USI</td>
<td>Explicit consent</td>
<td>Email address; depending on the newsletter service: name, surname, audience category</td>
<td>Users may immediately revoke their consent by clicking on the “Unsubscribe” button within the newsletter</td>
</tr>
<tr>
<td>Sending communications to USI users regarding the latest news or relevant updates concerning the University’s many activities via the</td>
<td>Explicit consent</td>
<td>usi.ch email address</td>
<td>Users may immediately revoke their consent by clicking on the “Unsubscribe” button within the newsletter</td>
</tr>
</tbody>
</table>
4. **Data recipients**

Your data will be accessible to authorised employees of the Data Controller who need to process them to perform their required tasks for the purposes determined by the Data Controller. This will be done in accordance with the principles set forth.

With regard to the transfer of data abroad, the principle is that data are not transferred outside Switzerland.

5. **Data subject’s rights**

To the extent that USI acts as data controller, the data subject has 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).

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

Ultimo aggiornamento: 22.04.2024