Information on personal data processing collected during events
1. Introduction

The purpose of this document is to provide guidance on the processing of personal data collected at events.

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>Dissemination of the photo/video footage shot during the event at the Data Controller's premises. The images are circulated in order to disseminate and promote the event organised by the Data Controller, e.g. on the Data Controller's website, social network pages and dissemination to interested media (online and offline)</td>
<td>Implicit consent (info poster before entering the event)</td>
<td>Group photos of event participants, photos on stage, photos of speakers</td>
<td>Until the consent is revoked, the Controller may use the material covered by the consent</td>
</tr>
<tr>
<td>Dissemination of the photo/video footage shot during an institutional photo shoot on campus in order to promote university life on the controller's websites and social pages and on leaflets/brochures</td>
<td>Explicit consent (release form)</td>
<td>Close-up or full shots of students, professors, lecturers, collaborators, third parties</td>
<td>Until the consent is revoked, the Controller may use the material covered by the consent</td>
</tr>
<tr>
<td>Publication of photos, videos, audio and additional material made available by speakers (e.g. presentations) for educational and promotional activities</td>
<td>Explicit consent (release form)</td>
<td>External lecturer</td>
<td>Until the consent is revoked, the Controller may use the material covered by the consent</td>
</tr>
</tbody>
</table>
4. Data recipients

Your data may be shared with other parties and will, in particular, be accessible to employees of the Data Controller who are authorised to process them in compliance with the principles laid down in Art. 6 DPA. This is necessary to carry out the tasks required to achieve the purposes intended by the Data Controller.

The following may be recipients of your data

a) Entities that provide services for managing information systems and communication networks;

b) Entities providing services for the management of the above-mentioned activity, such as: website management, social pages, etc.;

c) Printing/digital agencies and photographers supporting the Controller;

d) Competent authorities for the fulfilment of legal obligations and/or provisions of public bodies, upon request;

e) On/off-line media involved.

Only the media files necessary to enable the Controller to fulfil the above-mentioned purposes will be disclosed to the above-mentioned persons. They will process them exclusively for the purposes set out in this document in compliance with the Swiss regulations in force under the Swiss Code of Obligations and the Federal Act on Data Protection.

Please note that the use of online media implies the accessibility and distribution of multimedia material without geographical restrictions. Furthermore, USI Communication Service might use social media platforms from companies outside the EU (such as the USA, China, etc.). In such cases, the Data Controller is committed to taking all necessary technical, organisational and legal measures to protect the rights of the individuals concerned (as per Article 16 et seq. Federal Act on Data Protection).

5. Data subject’s rights

In compliance with the provisions of the Federal Act on Data Protection and the General Regulations on the Processing and Protection of Personal Data of Università della Svizzera italiana, the Data Controller recognises in particular the following rights:

1. 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;
2. to obtain information in writing and free of charge concerning the personal data being processed;
3. to obtain delivery of personal data or demand that they be transmitted to third parties;
4. to request that their personal data be stopped from being processed, disclosed to third parties, rectified or destroyed;
5. 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;
6. 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.

Last update: 19.09.2023