Information on personal data processing when registering for an USI event
1. **Introduction**

The purpose of this document is to provide guidance on how USI - Università della Svizzera italiana processes personal data when organising and managing events in compliance with the public duties assigned to it under the Cantonal Law on Universities.

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**

The provision of data is a mandatory requirement for event registration. Refusal to provide such data will result in an inability to complete the registration process, precluding participation in the event. The processing of personal data adheres to the legal framework governing the protection of personal information and is limited to what is strictly necessary to fulfil the stated objectives.

<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 to the event and mailing of event-related communications (updates, programmes and related information).</td>
<td>Implicit consent</td>
<td>Contact details, including: name, surname, telephone number, function, email address</td>
<td>To be entered by the organiser depending on the internal process adopted</td>
</tr>
<tr>
<td>Collection of feedback and evaluation of the event attended</td>
<td>Implicit consent</td>
<td>email, possibly first name and surname</td>
<td>To be entered by the organiser depending on the internal process adopted</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. This is necessary to carry out the tasks required to achieve the purposes intended by the Data Controller.

Your data may be shared with third-party service providers who assist the Data Controller with event organisation and management.
The general rule regarding data transfers abroad is that data should not be transferred outside of Switzerland. However, in cases where it is necessary to transfer personal data abroad for processing, USI ensures that such transfers are conducted in compliance with the relevant legislation and contracts that are in place to safeguard personal data protection.

5. **Data subject’s rights**

The data controller acknowledges, 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: 24.11.2023