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# **Information on the processing of personal data of applicants for institutional support for competitive research calls**

# 1. Introduction

The purpose of this information notice is to provide guidance on how the Research Service of USI processes the personal data of candidates who have submitted expressions of interest in competitive research calls, with regard to the verification of formal eligibility and institutional support for the candidate.

# 2. Data Controller

This information is provided by USI - Università della Svizzera italiana, with registered office in Via Buffi 13, 6900 Lugano, Switzerland as Data Controller.

The Data Controller may be contacted by writing to the address of the registered office, by calling +41 58 666 40 00 or by sending an email to: [info@usi.ch](mailto:info@usi.ch).

The Data Protection team can be contacted directly at: [privacy@usi.ch](mailto:privacy@usi.ch).

# 3. Purpose of the data processing, justification, categories of data and retention period

The provision of data is mandatory. Any refusal to provide it shall imply that it will be impossible to verify the eligibility of the researchers interested in applying to the desired calls. The collection of personal data is limited to the minimum necessary for each specific purpose of processing.

| <b>Purpose of the data processing</b>   | <b>Justification</b>                                     | <b>Categories of data</b>   | <b>Retention period</b>   |
|---|--|---|---|
| Verification of the applicant's formal suitability for the funding body.  | Fulfilment of legal duties (art. 1 par. 3 LSU); consent. | As a rule, the following categories of data are processed: <ul style="list-style-type: none"><li>• Data concerning personal and contact details</li><li>• Data on studies and employment</li><li>• Data relating to the project proposal and other existing proposals and/or grants</li></ul> | With regard to candidates confirmed as a result of the process, 10 years from the closing date of the call in relation to which the candidate expressed interest.<br><br>For unconfirmed candidates, 2 years from the closing date of the call in relation to which the candidate expressed interest. |
| Management of the verification process of institutional support and, where foreseen by the call, issuance of a confirmation letter. | Fulfilment of legal duties (art. 1 par. 3 LSU); consent. | As a rule, the following categories of data are processed: <ul style="list-style-type: none"><li>• Data concerning personal and contact details</li><li>• Data on studies and employment</li><li>• Data relating to the project proposal and other existing proposals and/or grants</li></ul> | With regard to candidates confirmed as a result of the process, 10 years from the closing date of the call in relation to which the candidate expressed interest.<br><br>For unconfirmed candidates, 2 years from the closing date of the call in relation to which the                               |

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candidate expressed  
interest.

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If you provide us with information about third parties (e.g. referrers, previous employers, institutions, etc.), you are required to ensure that the processing of personal data carried out by USI's Research Service, pursuant to this policy, complies with the applicable legislation. You may therefore provide such data after informing the third parties concerned and obtaining their consent, if required.

## 4. Data recipients

Your personal data will be processed by USI's Research Service staff and then communicated to the Institute Directors, the Deans of the Faculties and the Boards of Professors of the relevant faculty, as well as to the Pro-Rector for Research and to the University Rectorate, for their own institutional purposes.

Furthermore, your data may also be addressed to qualified subjects and auxiliaries who provide the Data Controller with services or facilities instrumental to the purposes indicated above or in any case inherent in particular to the activities of collecting and storing the forms transmitted, in the manner and within the limits provided for by the applicable rules.

Your personal data may, in individual cases, be made available to administrations and other public or private authorities, respectively to funding bodies, if necessary and provided that there is a legal authorization, or a respective obligation connected with the management of the call for research and with the performance of the Controller's activity.

With regard to the transfer of data abroad, the principle is that data are not transferred outside of Switzerland. At the same time, should a transfer of data abroad for the processing of personal data as described above be deemed necessary, USI will be entitled to do so. In this eventuality, the Data Controller guarantees that the transfer of data to the EU or outside the EU will take place in compliance with the applicable regulations (in particular art. 14a LPDP and, if applicable, art. 16 et seq. DPA, undertaking, if necessary and to the extent required, to ensure an adequate level of protection by concluding specific agreements.

## 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 in principle 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 contact the cantonal representative if disagreeing with USI's data handling (<https://www4.ti.ch/can/sgcds/pd/generalita.>)

It should be noted that USI reserves the right to assert restrictions provided by law, e.g. when it is obliged to store or process certain data, when required by overriding public or private interests.

To exercise the above rights, you may contact the Data protection consultant at the address [privacy@usi.ch](mailto:privacy@usi.ch).

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