Information on the processing of personal data related to family support services
### Introduction

The purpose of this document is to provide information on how the Equal Opportunities Service processes personal data in managing family support services such as Junior Camp and financial supports for the payment of day nurseries and daycare families fees.

As some of the personal data being processed pertains to minors, it is necessary to obtain the consent of the parents or guardians of these minors. The consent declaration should be submitted by the parent or guardian who has the authority over the minor whose data is being processed.

### 1. 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.

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### 2. Purpose of the data processing, justification, type of data and retention period

The provision of data is required to provide requested/due services. Failure to provide data makes it impossible to provide such services.

<table>
<thead>
<tr>
<th>Purpose of data processing</th>
<th>Justification</th>
<th>Type of data</th>
<th>Retention period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management of junior camp registrations, delivery and pick-up authorisations</td>
<td>Service provision</td>
<td>children's first name, surname, date of birth and class attended, first name, surname % work, occupation, email, telephone, address, signature of parent working/studying at USI</td>
<td>They must be retained for tax or other purposes as required by law. The delivery and pick-up authorisations are kept until the end of the Junior Camp</td>
</tr>
<tr>
<td>Management of health declarations and authorisations for the dispensing of medicines during the junior camp</td>
<td>Service provision/ Implicit content</td>
<td>health form, allergies and related medical treatment, any medication and its mode of administration required</td>
<td>until the end of the Junior Camp</td>
</tr>
<tr>
<td>Online and offline storage and use of photographs and videos taken during the junior camp</td>
<td>Consent</td>
<td>Photographs and video</td>
<td>Until the consent is revoked, the Data Controller may use the material</td>
</tr>
<tr>
<td>Managing applications and possible financial aid for the placement of children of LAMaL-based service provision (RIPAM)</td>
<td>LAMaL-based service provision (RIPAM)</td>
<td>first name, surname, address, telephone, email, occupation, signature of parent working/studying at USI</td>
<td>In compliance with retention obligations for tax</td>
</tr>
</tbody>
</table>
staff, students, teachers or staff in day-care centres or day-care families

work %, faculty, study centre, year of enrolment, signature, monthly nursery/daycare centre invoices, proof of payment, transfer orders with bank details, RIPAM certificate

or other purposes, as provided for by law.

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3. Data recipients categories

Your personal data may be shared with other parties. Specifically, it will be accessible to the employees of the Data Controller who are authorised to process it. They will only process it in connection with the tasks they are required to perform for the purposes intended by the Data Controller in compliance with the principles laid down in Art. 6 DPA.

The data collected for participation in the Junior Camp are also shared with the educators participating in the Junior Camp and with the Gender and Diversity service of SUPSI (external body). They will process them exclusively for the purposes indicated in this information notice in compliance with the Swiss regulations in force as set out in the Code of Obligations and the DPA.

Subject to consent for the purposes mentioned, the images/photographs may be circulated by means of the company website, company social channels, blogs, press, online and mass media in general, online and offline.

As far as the transfer of data abroad is concerned, the principle is that data is not transferred outside Switzerland.

Data subject's rights

In compliance with the rules set out in the DPA and the General Regulations on the Processing and Protection of Personal Data of Università della Svizzera italiana, 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/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.

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