Bocconi

PRIVACY POLICY

ORIENTATION AND ADMISSION

We would like to inform you that your personal data will be processed in compliance with the legislation on the protection of personal data (EU Regulation 2016/679, "GDPR"), and D. Legislative Decree 196/2003 and ss.mm.ii. ("Privacy Code").

1. Data controller

The Data Controller is the Università Commerciale "Luigi Bocconi", with registered office in Via Sarfatti 25, 20100 Milano (MI).

2. Data Protection Officer

Bocconi has appointed a *Data Protection Officer* (hereinafter "DPO") who can be reached at the following mailbox: dpo@unibocconi.it.

3. Processing of personal data

Purpose of processing	**Legal basis**	**Personal data processed**	**Retention period**
A) Managing the registration process and participation in an orientation event (on campus or online) or following up a request for information on a course by downloading brochures	Performance of a task carried out in the public interest (Art. 6(1)(e) GDPR)	• first name • surname • e-mail • school/university (relevant Italian country or province), year of graduation/degree	• personal data of non-admitted students are kept for five years from the time of participation in the orientation activity or contact with the university
B) Sending of electronic communications to inform the data subject about further orientation activities, the University's educational proposal following participation in an event or downloading a brochure	• Consent of the data subject (Art. 6(1)(a) GDPR)	• first name • surname • e-mail • school/university (relevant Italian country or province), year of graduation/degree	• personal data of non-admitted students are kept for five years from the time of participation in the orientation activity or contact with the university
C) Sending additional electronic	• Legitimate interest of the University	• first name • surname	• Until *opt-out* or in the

Purpose of processing	Legal basis	Personal data processed	Retention period
communications to inform high school teachers about further orientation activities, the University's educational proposal	(Art. 6(1)(f) GDPR)	• e-mail • High school where he/she works	event of a change of role
D) Management of the selection and orientation process from the moment of application to eventual enrolment	• Performance of a task carried out in the public interest (Art. 6(1)(e) GDPR)	• name • surname • Gender (M/F) • email address • Telephone contacts (mobile and/or landline) • tax code (only in ESSE3 form) • home address • nationality • Type of diploma/degree • School/university of origin • Italian ministerial class (only for candidates from other Italian universities) • Date diploma/degree awarded • Year of beginning of school career (primary for under and university for graduate) • Diploma/degree grade (if already available) • School or university average • *curriculum vitae* • Letter(s) of motivation • Diagnostic report only for students with special needs (DSA, BES) requiring compensatory/responsive tools for the Bocconi online test • Certificate of diploma/degree for	• personal data of non-admitted students are kept for five years from the time of participation in the orientation activity or contact with the university • The data of candidates who register on the admissions portal are only erased at the request of the data subject through a dedicated procedure (right to erasure) • the personal data of enrolled students will flow into Esse3 and follow the retention period set out in point B of this table

Purpose of processing	Legal basis	Personal data processed	Retention period
		international students and self-certification of title for Italian students • Result of one or more selection tests • Language certification • ID of the candidate and, if a minor, also of a parent	
E) Management of the transfer process of registered candidates into the ESSE3 system	• Performance of a task carried out in the public interest (Art. 6(1)(e) GDPR)	• name • surname • email address • home address • nationality • diploma/degree • data on school/university of origin • Registration cds code • Final grade and date of graduation (only for undergraduates from Italian schools)/degree	• the data of enrolling students will flow into Esse3 and will be stored indefinitely • personal data of non-enrolling students will be deleted 12 months after the enrolment deadline.
F) Responding to requests for clarification received via the Zendesk application	• Performance of a task carried in the public interest (Art. 6(1)(e) GDPR)	• name • surname • e-mail address • addresses possibly entered by the applicant	• 3 years

4. Methods of data processing

In relation to the aforementioned purposes, personal data are processed by means of manual, computerised and telematic tools in a manner strictly related to those purposes and, in any case, in such a way as to guarantee the security and confidentiality of the data, in addition to compliance with the specific obligations laid down by law.

No automated decision-making processes will be used during the processing operations.

5. Disclosure of personal data

For the pursuit of the above-mentioned purposes, the personal data collected may be communicated to

a) Internal units. Personal data will be processed by authorised personnel, pursuant to Article 29 of the GDPR and Article *2-quaterdecies* of the Privacy Code.

   In detail, the units involved are:

   1. Academic Services
   2. Students Outreach and Support
   3. Academic Affairs & Partners
   4. Planning, Control & Valuation
   5. Administration & Treasury
   6. Library & Archives

b) third companies appointed as Data Processors, pursuant to Article 28 of the GDPR.

c) The data may also be communicated to

   - competent ministries and public authorities, according to the law
   - Universities or other bodies responsible for the right to study in the event of continuing one's career at a university other than that of first enrolment
   - Foreign universities, engaged in education with joint degrees;

In any event, the data subject may request further information by writing to the DPO at the addresses indicated in section 2.

6. Transfer of data outside the EU

Some processing operations carried out by the University, for the purposes listed above, involve the transfer of personal data outside the European Union. The transfer of personal data to third parties resident or located in countries that do not belong to the European Union and that do not ensure adequate levels of protection will only be carried out after specific agreements have been concluded between the University and said parties, containing appropriate safeguard clauses and guarantees for the protection of personal data - Standard Contractual Clauses - approved by the European Commission, as provided for in Chapter V, articles 44 et seq. of the GDPR, as well as in compliance with the provisions adopted by the European Court of Justice and by national and foreign Authorities on the protection of personal data.

In any event, the data subject may request further information by writing to the DPO at the addresses indicated in section 2.

7. The rights of the data subject

You have the right to exercise the rights recognised by the legislation at any time, pursuant to Articles 15-22 of the GDPR. In particular, as a data subject, you have the right to obtain:

a. confirmation as to whether or not personal data are being processed and access to the data and the following information: purpose of processing, categories of personal data, recipients and/or categories of recipients, storage period;

b. rectification of inaccurate personal data and/or supplementation of incomplete data, including by providing a supplementary declaration;

c. erasure, in the cases provided for by the GDPR;

d. the restriction of processing in the cases provided for by the privacy legislation in force;

e. data portability and, in particular, the possibility of requesting the direct transmission of processed personal data to another data controller;

f. revocation of any consent given, without prejudice to the lawfulness of the processing based on the consent before revocation;

g. opposition, at any time, to the processing, pursuant to Article 21 of the GDPR.

Without prejudice to any other administrative or jurisdictional recourse, you also have the right to lodge a complaint (Art. 77 GDPR) with the Privacy Guarantor (www.garanteprivacy.it), if you consider that the processing concerning you violates the applicable data protection regulations.

In order to exercise all the above-mentioned rights, the data subject may use the dedicated Privacy Web Form available here (or by scanning the QR code below), or contact the Data Controller or the DPO in writing at the contact details indicated above.

Privacy Web Form

□ I declare that I have read and understood the information on the processing of my personal data

□ I give my consent to the processing of my personal data for the purpose of sending further electronic communications in order to remain informed about the University's educational proposal