



## Privacy Notice

### Foreword

This privacy notice describes the characteristics of the processing undertaken by Luiss in relation to the personal data provided by those who intend to apply for selection procedures for the Call for Applications for the ENGAGE.EU Summer School 2022 and highlights their statutory rights in this regard.

The privacy notice is periodically updated to take account of regulatory developments and new methods of processing personal data.

### What personal data do we collect?

The Controller collects and processes the following personal data:

- identifying data (name, surname, date of birth, university, bachelor's programme);
- contact data (permanent address, e-mail address and telephone number);
- curriculum vitae;
- Motivation letter;
- Passport/ID;
- Passport photo;
- Academic records.

### Why do we collect your data and why is their processing lawful?

The Controller collects and processes the data subject's personal information in pursuit of the following purposes:

- to allow the data subject to send their candidacy and thus participate in the selection for the profile sought (the legal legitimacy of the treatment can be found in the pre-contractual obligations between the University and the candidate);
- to manage, from an administrative point of view, the selection of candidates based on the assessment of the merit and the curriculum of the interested party (the legal legitimacy of the treatment can be found in the pre-contractual obligations between the University and the candidate).

### How does the Controller process your personal data and how long is the data stored for?

The data subject's personal data are processed both on paper and electronically (servers, cloud database, software, etc.).

The Controller stores the data subject's data for a period of time consistent with what the law prescribes and having regard to the time required to correctly achieve the purposes stated above.

### To whom do we communicate your personal data?



– ***internally***

The personal data of data subjects can be accessed solely by the University's employees and other personnel so as to provide the data subjects with the requested services and limited solely to the data necessary to that end, in particular:

- administrative staff;
- academic staff;
- collaborators.

Our employees and other personnel have been informed and trained regarding the importance of observing the rules and principles governing the processing of personal data.

– ***externally***

The Controller shares the personal data of registered students with some suppliers that play a role in providing the requested services and that have been specifically appointed as external Processors to that end, in particular third parties whose services the Controller avails of to manage the overall relationship with data subjects.

The Data Controller may share the personal data of the data subjects with the ENGAGE.EU partners. These entities, as independent data controllers, will submit their privacy policy and regulations to the attention of the data subjects, to fulfil all the obligations set forth in the relevant legislation.

Suppliers that access data do so in compliance with applicable data protection law and the instructions given by the Controller.

The Controller may not communicate personal data to third parties without the data subject's consent unless communication is mandated by law or by the authorities:

- should such prove necessary on grounds of national security;
- for reasons of general interest;
- on foot of a request made by public authorities.

**Are your data transferred abroad?**

The data of the interested party are not transferred outside the European Economic Area.

**What are your rights as a data subject and how can you exercise them?**

The European Union's General Data Protection Regulation (GDPR) grants data subject specific rights, in particular, regarding access to data, rectification of data, objection to processing of data for commercial purposes or automated processing of data, erasure of data, restrictions on processing of data and portability of data. Data subjects are also entitled to seek redress through the Data Protection Authority. Any data subjects wishing to exercise their statutory rights may, without formality, send an e-mail to [privacy@luiss.it](mailto:privacy@luiss.it) or write to the Controller Luiss Guido Carli at Viale Pola 12, 00198 Rome, Italy, setting out their request and furnishing the information necessary to identify them.

# LUISS



The contact details of the Data Protection Officer (DPO) can be viewed on the Controller's website at [www.luiss.it](http://www.luiss.it).

The Controller will reply within one month. Should the Controller be unable to reply by the above deadline, it will give you a detailed explanation as to why your request cannot be satisfied.