



PRIVACY POLICY IN ACCORDANCE WITH ART. 13 OF REGULATION EU NO. 679/2016 OF 27 APRIL 2016

This privacy policy is issued in accordance with Art. 13 of Regulation EU 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and in respect of the laws on personal data processing and on the free movement of such data.

Data Controller

The Data Controller is Politecnico di Milano - Director General delegated by the pro-tempore Rector - contact: dirgen@polimi.it.

Internal Data Processor

Ms Chiara Bianca Pesenti, Head of Campus Life Area, Piazza Leonardo da Vinci 32, Milan (MI), tel. 02.2399.2428, e-mail: chiara.pesenti@polimi.it

The personal data will be processed by other authorised parties who will receive instructions for that purpose in respect of current legislation.

Data Protection Officer and contact details

Mr Vincenzo Del Core - privacy@polimi.it tel.: 0223999378.

Purposes and legal basis of data processing, categories of data and data storage period.

For the purposes of applying the relevant European and national legislation (Reg. EU 679/2016, hereafter, Regulation), we inform you that your personal data will be used for the following purposes:

Purposes of processing for which your personal data will be used	Legal basis of processing	Categories of personal data processed	Personal data storage period
Purpose 1: the data provided will be processed for the assignment and management of accommodation spaces at residences on the open market.	Performance of the contract with the data subject (Art. 6, paragraph 1, letter b) of the Regulation	<ul style="list-style-type: none"> • Identification data • Personal data • Tax data • Bank data • Health data (conditions of disability); 	The data will be stored for the term of the contract and subsequently, for the time during which Politecnico di Milano is subject to storage obligations for tax purposes or for other purposes envisaged by rules of law or the Regulation.
Purpose 2: the data provided will be processed for the assignment and management of accommodation spaces at residences as a service relating to the university Diritto allo Studio.	To fulfil the institutional activity of Politecnico di Milano (Art. 6, paragraph 1, letter e) of the EU Regulation).	<ul style="list-style-type: none"> • Identification data • Personal data • Tax data • Bank data • Health data (conditions of disability). 	The data will be stored for the duration of the stay and subsequently, for the time during which Politecnico di Milano is subject to storage obligations for tax purposes or for other purposes envisaged by rules of law or the Regulation.



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Nature of data

The provision of data is optional. Any refusal to provide the data makes it impossible to carry out the intended purposes.

Special categories of data

In specific cases, personal data belonging to special categories pursuant to Art. 9 of the Regulation, such as:

- data relating to the state of health, in the case of pregnancy or for disabled students/employees/collaborators. For the purposes of identifying and subsequently assigning the accommodation, for persons with disabilities, data will be processed relating to the type and percentage of disability by duly authorised staff;
- data relating to religious beliefs and data relating to racial or ethnic origin. During the stay at the residence, information relating to religious beliefs and to ethnicity may randomly become known; those data will be used exclusively to satisfy the opportunity for cultural mediation and to guarantee the utmost comfort during the period of stay.

They are processed, as part of the purpose indicated in the TABLE, to allow the data subject:

- to use the service provided by Politecnico di Milano based upon the declared requirements;

Data processing methods

Processing for the purposes indicated above may be carried out both on paper and digitally, manually and/or with electronic or automated tools. The data will also be stored in paper files and in digital format for the duration of the stay and subsequently for the time during which Politecnico di Milano is subject to storage obligations for tax purposes or for other purposes envisaged by law or by the Regulation; in any case, for a period not exceeding 10 years.

Duly authorised persons are entitled to access the data acquired for the aforementioned purposes.

Categories of recipients

Data processed for the above purposes will be communicated or will in any case be accessible to employees and collaborators assigned to the competent offices of Politecnico di Milano who, in the capacity of data officers, will be suitably instructed by the controller.

In relation to the indicated purposes, the data may be communicated to categories of public and/or private entities, or they may be communicated to companies both in Italy and abroad, which provide services, even external, on behalf of the Controller, appointed, if necessary, as processors. In particular, your personal data may also be communicated to other public administrations, even anonymously, if they need to process the data for any procedures under their own institutional remit, as well as to all public entities to which - in the presence of the respective conditions - the communication is mandatorily required by provisions of European law, standards or regulations, as well as to insurance institutions in relation to any accident claims.

In particular, the personal data processed will be sent to the following third parties, by way of example but without limitation:

- Police Headquarters;
- Residence management companies;
- Companies that provide reservation software.



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Data storage period

For archiving and storage purposes, the necessary data for the purposes of the proper functioning of the Public Administration will be stored, in respect of the principle of transparency and principles of lawfulness, proportionality and minimisation, for a maximum period of 10 years.

Transfer to non-EU countries

The personal data may be transferred abroad, in accordance with the Regulation, even to countries outside the European Union, when this is necessary for one of the purposes set out in this privacy policy. The transfer to non-EU countries, in addition to cases where this is guaranteed by adequacy decisions of the European Commission, is carried out in such a way as to provide suitable and appropriate safeguards under Articles 46 or 47 or 49 of the Regulation.

Rights of Data Subjects

As the data subject, you may at any time ask the Data Controller for:

- confirmation of the existence or otherwise of personal data concerning you;
- access to your personal data and information relating to them; the rectification of inaccurate data or completion of incomplete data; the erasure of personal data relating to you (in the presence of one of the conditions indicated in Art. 17, paragraph 1 of the Regulation, and in accordance with the exceptions envisaged by paragraph 3 of that Article); the restriction of processing of your personal data (in the presence of one of the conditions indicated in Art. 18, paragraph 1 of the Regulation); the conversion into anonymous form or block on data processed illegally, including data that do not need to be stored for the purposes for which they were collected or subsequently processed.

As the data subject, you are also entitled to object in whole or in part:

- on legitimate grounds, to the processing of personal data concerning you, even if relevant to the purpose for which the data was collected;
- to the processing of your personal data for the purposes of sending promotional material on training initiatives and cultural events of Politecnico di Milano.

These rights may be exercised by contacting privacy@polimi.it.

If you believe that your rights have been infringed by the Controller and/or by a third party, you are entitled to lodge a complaint with the Data Protection Authority (for Italy www.garanteprivacy.it) and/or with another competent supervisory authority by virtue of the Regulation.