



Privacy Notice - Admission procedure non-EU international students holding a foreign Bachelor – 2026/2027

Data Controller

The data controller is the University of Insubria, with registered office in Varese (VA) Via Ravasi 2, in the person of the Rector. The contact details of the Data Controller are: mail.rettore@uninsubria.it.

The DPO contact details are: privacy@uninsubria.it.

Purposes and Legal Bases

We process your personal data in accordance with the General Data Protection Regulation (GDPR) for the following purposes:

1. **Handling inquiries** – Legal basis: performance of a contract or pre-contractual measures (Art. 6(1)(b) GDPR).
2. **Service communications** – Legal basis: contract (Art. 6(1)(b)) / legal obligation (Art. 6(1)(c)).
3. **Compliance with legal obligations** – Legal basis: legal obligation (Art. 6(1)(c)).

Categories of Data

- Identification and contact details (name, surname, email, date of birth, country of birth, passport number, bachelor degree).
- Usage data (logs).
- browsing data: during normal operation, the IT systems and software procedures used to operate Microsoft Forms acquire some personal data whose transmission is implicit in the use of Internet communication protocols. This information is not collected to be associated with identified Data Subjects and will be processed, through processing and association with data held by third parties to identify users, exclusively to ascertain responsibility in the event of hypothetical computer crimes against the service or its users.





- The online registration form was created using Microsoft Forms and accompanied by specific information from Microsoft linked at the bottom of the page.
- Any additional information voluntarily provided in free-text fields.

Data Source

We collect data directly from you through this form and, where applicable, from internal systems or service providers.

Data Provision

Providing data necessary for request-handling purposes is mandatory; failure to provide such data may prevent us from fulfilling your request.

Processing Methods

Data are processed using electronic and/or paper-based tools, with appropriate technical and organizational measures to ensure security, confidentiality, integrity, and availability.

Data Retention

The data collected through the form will be retained for a period of 3 years starting from the last day the form is available for completion. After this period, the data will be deleted.

Recipients

Data may be shared with:

- **Processors** (IT providers, hosting).
- **Authorized personnel** of the Controller.
- **Third parties** when required by law or for contractual purposes.

International Transfers

No transfers of personal data collected abroad are envisaged. However, there is a residual possibility of transferring data to non-EU countries (in particular



to the USA); in any case, adequate technical and organizational security measures have been adopted in addition to the verification of the lawfulness of the transfer due to the adequacy decision adopted by the European Commission, and the inclusion of Microsoft Corporation within the list of companies participating in the EU-US Data Privacy Framework.

Your Rights

Pursuant to art. 15 et seq. of EU Regulation 2016/679, the data subject may exercise the following rights:

- Right of access: you have the right to obtain from the data controller confirmation as to whether or not personal data concerning you are being processed and, if so, to obtain access to the personal data to the information specified in Article 15 of the General Data Protection Regulation;
- Right to rectification: you have the right to obtain from the controller the rectification of inaccurate personal data concerning you without undue delay and the completion of incomplete personal data, including by providing a supplementary statement;
- Right to erasure: you have the right to obtain from the data controller the erasure of personal data concerning you without undue delay, if the reasons specified in Article 17 of the General Data Protection Regulation exist;
- Right to restriction of processing: you have the right to obtain from the data controller the restriction of processing when one of the hypotheses provided for by Article 18 of the General Data Protection Regulation occurs;
- Right to data portability: you have the right to receive the personal data concerning you that you have provided to a data controller in a structured, commonly used and machine-readable format and you have the right to transmit such data to another data controller without hindrance from the data controller to whom you have provided them, if the conditions set out in Article 20 of the General Data Protection Regulation are met;
- Right to object: you have the right to object at any time, for reasons related to your particular situation, to the processing of personal data concerning you in the cases and in the manner provided for in Article 21 of the General Data Protection Regulation;
- The right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him/her, in the manner provided for in Article 22 of the General Data Protection Regulation.



The rights can be exercised by requesting the Data Protection Officer at the contacts indicated above.

Right to lodge a complaint with a supervisory authority

In relation to a processing that the data subject considers not compliant with the law, he or she may lodge a complaint with the competent supervisory authority which, for Italy, is the Guarantor for the protection of personal data (Garante per la Protezione dei Dati Personali - www.garanteprivacy.it). Alternatively, you can lodge a complaint with the Data Protection Authority of the EU State in which you reside or habitually work or in the place where the alleged violation occurred.

Cookies

Please refer to our **Cookie Policy** <https://www.uninsubria.it/cookie-policy> for details and choices.

Updates

This notice may be updated for technical or regulatory reasons. The current version is published on this page with the date of last update.

Effective Date: [20/01/2026]