

INFORMATION ON THE PROTECTION OF PERSONAL DATA

Dear Sir/Madame (in the following, the data subjects),

browsing on our site does not involve any provision of personal data except for the data collected through cookies, for the details of which please refer to the specific section.

Instead, we collect all personal data voluntarily provided by filling in forms on the website <https://www.polidesign.net> to submit an application to a University Specializing Master's course at the Politecnico di Milano managed by POLI.design or to a Higher Education Course provided by POLI.design.

The following paragraphs contain a series of useful information to understand how we process personal data, in compliance with the provisions on the protection of personal data and the principles of lawfulness, correctness, transparency, purpose limitation and storage, data minimization, accuracy, integrity and confidentiality.

We therefore invite you to read this information carefully.

1. DEFINITIONS

Legislation (in force regarding the protection of personal data) Privacy	Set of all the legislation relating to the protection of personal data: EU Regulation 679/2016 (GDPR or RGPD), Legislative Decree 196/2003 (Code), Legislative Decree 101/2018, Legislative Decree 51/2018, Guidelines of the EDPB (ex WP29), Deontological rules and general authorizations of the Guarantor Authority, Provisions of the Guarantor Authority where applicable, International regulation of the scope.
Processing	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Controller	The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.
Personal Data	any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
Special categories of personal data (formerly sensitive data)	Personal information relating to ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, state of health, life or sexual orientation of the person concerned, as well as genetic, biometric and geo-localization information.
data relating to criminal	Personal data relating to criminal convictions and offences or related security measures

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2. CONTROLLER

POLI.design Scrl (hereinafter POLI.design) - with registered office in Via Don Giovanni Verità n. 25, 20158 Milan; Tax Code / VAT number 12878090153 -, in the person of the pro-tempore legal representative, is the Data Controller of your personal data according to the definition given in the **DEFINITIONS** paragraph of this document. For any information, you can contact him at the e-mail address privacy@polidesign.net.

The Data Controller has proceeded to identify and appoint a Personal Data Protection Officer or Data Protection Officer (hereinafter DPO), available at the e-mail address dpo@polidesign.net.

3. ORIGIN OF YOUR DATA and CATEGORY OF DATA COLLECTED

The data being processed are those provided by you when filling in forms on the site <https://www.polidesign.net> either to submit an application to a University Master's course at the Politecnico di Milano managed by POLI.design or to a Higher Training Course provided by POLI.design and for any registration or to request access to your reserved area by creating a specific "Profile user". The data collected are name, surname, date of birth, country, educational qualification, university attended, telephone number, e-mail, curriculum vitae and tax code.

4. INFORMATION COLLECTED WHILE NAVIGATING THE SITE - COOKIES

For an extended description of cookies, please refer to the contents of the Cookie Policy. Apart from session cookies, the presence of Google Analytics cookies allows us to collect information in an anonymous format for aggregate statistics that allow us to analyze some aspects of navigation on our site.

5. PURPOSE and LEGAL BASIS OF THE PROCESSING

POLI.design processes your personal data as defined and indicated above for the purposes described here below:

- A. To submit your application to a University Specializing Master's course at the Politecnico di Milano managed by POLI.design or to a Higher Education Course provided by POLI.design (*GDPR, art.6, paragraph 1, lett.b*);
- B. To allow access to your reserved area (*GDPR, art. 6, paragraph 1, letter b*);
- C. In case of admission to a University Specializing Master's course at the Politecnico di Milano managed by POLI.design or to a Higher Education Course provided by POLI.design (*GDPR, art.6, paragraph 1, lett.b*):

1. To enroll in a University Specializing Master of the Politecnico di Milano managed by POLI.design or in a Higher Education Course provided by POLI.design (*GDPR, art.6, paragraph 1, lett.b*)
 2. To manage the university career and the internship in case of admission to a University Specializing Master of the Politecnico di Milano managed by POLI.design (*GDPR, art.6, paragraph 1, lett.b*)
 3. To manage the career for the activities related to the products and services connected to the courses in case of admission to a Higher Training Course provided by POLI.design (*GDPR, art.6, paragraph 1, lett.b*)
- D. To fulfill the obligations established by regulations and by applicable national and supranational legislation (*GDPR, Article 6, paragraph 1, letter c*);
- E. For the pursuit of the legitimate interest of the Data Controller (*GDPR, Article 6, paragraph 1, letter f*). By way of example only and not exhaustive:
- The security and protection of its information systems;
 - The statistical analysis of the visits made and the most visited pages;
 - The management of any litigation or legal disputes.
- F. To receive commercial proposals on POLI.design's products, activities and institutional services, by subscribing to the relative mailing list, concerning information messages and / or commercial and / or promotional communications relating to the institutional activity carried out by the Data Controller, through e-mail (*Optional and revocable at any time consent; GDPR, art. 6, paragraph 1, lett. to*).

6. COMPULSORY COMMUNICATION OF DATA

The provision of personal data, requested when filling in the forms on the site <https://www.polidesign.net>, is mandatory for the purposes contained in the paragraph **PURPOSE and LEGAL BASIS OF THE PROCESSING** (points A, B, C, D and E of this information).

Conversely, failure to provide consent for the purpose contained in paragraph **PURPOSE and LEGAL BASIS OF THE PROCESSING** point F of this information will not make it possible to receive messages, by subscribing to the relative mailing list, concerning information messages and / or communications commercial and / or promotional.

7. PLACE and METHOD OF DATA PROCESSING

Your data is processed within the European Union. All processing operations are carried out by means of computer / electronic tools, including automated ones, and on paper.

8. AUTHORIZED PROCESSING PERSONS

· POLI.design
· Società consortile
· a responsabilità limitata

· Campus Bovisa
· Via Don Giovanni Verità, 25
· 20158 – Milano

· T. +39 02 2399 7206
· F. +39 02 2399 5970

· info@polidesign.net
· www.polidesign.net

· P.I. / C.F. 12878090153
· C.C.I.A.A. Milano 192631
· REA 1593683

Your data is processed by employees, teachers, tutors and collaborators authorized / designated by the Data Controller (*the persons authorized to process, or formerly in charge*) who operate under the authority of POLI.design.

9. COMMUNICATION OF YOUR DATA TO THIRD PARTIES

The Data Controller has entrusted the development and maintenance services of the site to a specialized supplier. Furthermore, the site and the mail domain used to receive your messages are managed, hosted by a specialized provider. Finally, the Data Controller makes use of POLI.design automated products, activities and institutional services of a specialized supplier for sending commercial proposals.

In addition to the aforementioned subjects, who may come into contact with your personal data by virtue of the existing relationship with POLI.design which has specifically appointed them "Data Processor" pursuant to art. 28 of the RGPD, POLI.design will transmit your data to the Politecnico di Milano, as the Autonomous Data Controller, for the preliminary verification of the student's formal requirements for admission and enrollment purposes for obtaining the Master's degree and for the management of university career and placement and institutional communication activities.

The aforementioned data will not be disclosed to other subjects nor disseminated.

10. PERIOD OF CONSERVATION OF COLLECTED DATA

Your data collected for the purposes described in paragraph **PURPOSE and LEGAL BASIS OF THE PROCESSING**:

- will be kept for the purpose indicated in point A of the aforementioned paragraph and will be canceled within two years following the non-admission to a Specializing Master or a Higher Education Course of POLI.design. Otherwise, they will be kept for a period of not less than 30 years to guarantee the legal obligations, resulting from the release of the Master Diploma or the certificate of participation in the Course;
- will be kept for the purpose indicated in point B of the aforementioned paragraph and will be deleted within two years from the closure of your reserved area following the non-admission to a Specializing Master or to a Higher Education Course of POLI.design. Otherwise, they will be kept for a period of not less than 30 years to guarantee legal obligations, which result from the issuance of the Certificate of participation in the Course;
- will be kept for the purpose indicated in point C of the aforementioned paragraph for a period of not less than 30 years to guarantee legal obligations, which result from the release of the Master Diploma or certificate of participation in the Course;
- will be kept for the purpose indicated in point D of the aforementioned paragraph for the duration required by law (10 years for administrative and accounting obligations)

- increased by 1 (one) year;
- will be kept for the purpose set out in point E of the aforementioned paragraph for the entire duration of the judicial dispute, until the deadlines for appeals are exhausted;
 - will be kept for the purpose indicated in point F of the aforementioned paragraph until any request for cancellation by you or revocation of consent.

11. YOUR RIGHTS

The data subjects have the right to obtain, in the cases provided for, access to their personal data and the correction and / or cancellation of the same and / or the limitation of the processing that concerns them and / or to oppose the processing (articles 15 and ss. of the GDPR). The specific request must be submitted directly to POLI.design at the addresses indicated in the DATA CONTROLLER paragraph of this information. Data subjects who believe that the processing of personal data, carried out according to the methods indicated therein, occurs in violation of the provisions of the GDPR, have the right to lodge a complaint with the Guarantor, as required by art. 77 of the GDPR itself, or to take the appropriate judicial offices (Article 79 of the GDPR).

() I declare that I have read and understood the information on the protection of personal data.

*In order to receive commercial proposals on POLI.design's products, activities and institutional services (point F of the Information - paragraph **PURPOSE** and **LEGAL BASIS OF THE PROCESSING**) from POLI.design, through my e-mail address,*

() I agree

() I do not agree

to the processing of my personal data for the aforementioned purpose.

Place and date _____

Full signature _____