
Information on the Processing of Personal Data with respect to the organisation of the Accademia Archi Camp 2026

1. Introduction

The purpose of this privacy notice is to provide information on the processing of personal data carried out by USI – Università della Svizzera italiana – and, on its behalf, jointly by the USI Study Advisory and Promotion Service and the USI Academy of Architecture – in the organization and management of the 2026 edition of the Archi Camp.

The Archi Camp is conceived as a university orientation experience to help students understand whether architecture may be part of their future. It is open in particular to young people aged 16 to 20 (Swiss or residing in Switzerland) who are interested in discovering the world of architecture, design, and art history in a practical and engaging way. Participants must be enrolled in (or have completed) an educational path that enables them to meet the admission requirements of the USI Academy of Architecture. The experience will emphasize the international profile, multilingualism, and expressive freedom—elements that characterize the Academy of Architecture. The Camp will also be an excellent opportunity to have fun, practice sports, discover Ticino, and socialize with other young people who share the same interests.

For additional information, please consult the following USI webpage: <https://join.usi.ch/en/accademia-archi-camp>, or contact the USI Study Advisory and Promotion Service at: orientamento@usi.ch, or through the dedicated form: <https://join.usi.ch/en/en/accademia-archi-camp/richiedi-informazioni>.

The activity is intended in particular for a young audience, including minors over the age of 16. Therefore, the general terms and conditions must be accepted by, and this privacy notice submitted to, the holders of parental authority or the formally appointed guardians of the minors whose data are being processed. As regards consent to the processing of data, in cases where such consent is required, it may in principle be provided by minors over the age of 16, provided that they have received information appropriate to their age.

2. Data Controller

This information notice is provided by USI - Università della Svizzera italiana, with registered office in Via Buffi 13, 6900 Lugano, Switzerland as Data Controller.

The Data Controller may be contacted by writing to the address of the registered office, by calling +41 58 666 40 00 or by sending an email preferably to: aac@usi.ch (or in alternative to: info@usi.ch).

The Data Protection Consultant Service may be contacted directly at: privacy@usi.ch.

3. Purpose of the data processing, justification, categories of data and retention period

With the exception of personal images collected during the Camp—for which USI will request your consent at the beginning of the Camp—USI processes personal data in order to allow the user to make use of the service. The provision of personal data, with the aforementioned exception, is therefore mandatory; without such data, USI will not be able to provide the requested service.

The table below summarizes the purposes, legal grounds, categories of data, and the corresponding retention periods applicable to the processing carried out in this context.

Purpose of the data processing	Justification	Categories of personal data	Retention period
<p>Management of registrations, fee payments, communications, and, more generally, the organization and execution of the Archi Camp, in particular:</p> <ul style="list-style-type: none"> - Collection of the registration form and the participant's health declaration, in PDF format, downloadable from the website, to be completed and securely shared with USI in digital form; - Verification of recorded payments for deposits and participation fees; - Assessment of the eligibility requirements for participation; - Communication with participants before and during the Camp for organizational reasons or clarifications; - Sharing of strictly necessary data with USI staff and, more broadly, with individuals involved in the logistical organization and activities of the Archi Camp. 	<p>Overriding private interest (provision of service).</p>	<p>With reference to the participant:</p> <ul style="list-style-type: none"> - Personal details (first and last name, date of birth, residential address, nationality); - Contact details (email address, phone number); - Information on previous or current educational background (current class or diploma obtained, institution attended and its location); - Health data (any information on allergies, health conditions, medical treatments or medication); - Signature. <p>With reference to the holder of parental authority or the legal guardian, in the case of a minor:</p> <ul style="list-style-type: none"> - Personal details (first and last name); - Contact details (phone number); - Signature. <p>With reference to the person paying the participation fee:</p> <ul style="list-style-type: none"> - Personal details (first and last name); - Banking details. 	<p>1 month after the end of the Archi Camp and subsequently, in principle, deleted.</p>
<p>Photographic documentation and promotional activities for the Camp, specifically:</p> <ul style="list-style-type: none"> - Collection of consent forms at the beginning of the Camp; - Gathering of photographs and video recordings during activities; - Storage of the collected material on the USI server; - Use and publication of the collected material on institutional promotional channels (in particular the USI website and institutionally approved social media channels). 	<p>Consent.</p>	<p>First and last name, and signature of the participant; still images or video recordings of participants during the activities.</p> <p>Consent forms will be collected at the beginning of the Camp; during the activities, participants will be informed that they may move away if they do not wish to be recorded. However, if they choose to remain in the filmed areas, consent will be considered implicitly given under the conditions set out in the consent form.</p> <p>In general, the purpose of the photographs and the videos will be to document the activities, also for</p>	<p>For a maximum of 10 years after the end of the Camp (o earlier, should consent be revoked).</p>

		promotional purposes, without focusing on individual persons but preferably capturing group dynamics.
Keeping statistics regarding participation and activities.	Overriding private interest (art. 31 para. 2 lett. e FADP).	In anonymized form: year of birth, postal code of residence, nationality, current class or diploma obtained, type of school attended and its location. The data are stored securely and in a form that irreversibly prevents the re-identification of the data subjects.

Based on an overriding interest, USI may process the necessary personal data also for periods longer than those indicated above, e.g.:

- to protect its own rights in the event of administrative or judicial proceedings (generally for the duration of the procedure); and/or
- to comply with legal obligations (for example, the retention of documents with accounting value, generally for 10 years from the end of the relevant financial year).

4. Categories of Data Recipients

(1) In order to guarantee the above-mentioned services and in compliance with the relevant purposes, the above-mentioned personal data will be processed and if necessary disclosed as follows:

- To the administrative and academic staff of the University, solely to the extent strictly necessary for the performance of their respective duties;
- To qualified entities and auxiliaries that provide the Controller with services or support necessary to achieve the purposes indicated above, particularly those involved in the collection, management, and storage of personal data in support of the University's institutional activities; in particular, USI may disclose your data
 - to IT service providers; or
 - to teachers and tutors participating in the Accademia Archi Camp, who are authorized to process the data for the performance of their assigned tasks;
- To other public or private entities when such institutions must process this information for purposes related to their institutional or statutory duties, where required or permitted by applicable laws, rules, or regulations, especially in cases involving the organisation of external activities, urgent assistance to users or legal proceedings. In these cases, the aforementioned entities will act as independent data controllers, and therefore data subjects may contact them directly to exercise their rights where applicable. These entities include in particular:
 - External providers of services related to the outside activities, to the extent necessary to organize such activity;
 - Authorities and services responsible for safeguarding the health of the participants where strictly necessary to protect their health or to provide urgent assistance. In such cases, the Controller undertakes to simultaneously contact the holder of parental authority to inform them;
 - The appropriate and competent administrative or judicial authorities, within the limits established by law.

The communication of personal data to third parties is carried out in the manner and within the limits provided for by applicable legislation and by the contracts entered into by the University to ensure the protection of personal data.

- (2) With regard to the transfer of data abroad, the principle is that personal data is not transferred outside Switzerland. If a transfer of data abroad for the processing of personal data as described above is deemed necessary, USI shall have the right to proceed accordingly. In this case, the Data Controller confirms that the transfer of data within or outside the EU will be carried out in compliance with the applicable regulations (in particular Arts. 16 et seq. Federal Act on Data Protection and/or, if applicable, Art. 14a Cantonal Act on Personal Data Protection, undertaking in particular, where and to the extent necessary,
- to ensure that the recipient country guarantees adequate data protection;
 - to guarantee an adequate level of protection by entering into specific agreements that include previously approved standard contractual clauses, or, exceptionally,
 - to collect your specific consent for the transfer abroad.

5. Data Subjects' rights

The Data Controller recognizes, in particular, the following rights:

1. Request the rectification of inaccurate or outdated personal data.
2. Where based on consent, withdraw consent to the processing of data previously given.
3. Request information in writing and free of charge regarding the personal data being processed that concerns you.
4. Request delivery of personal data or its transmission to third parties.
5. Request that unlawful data processing be stopped, that personal data collected, stored or used unlawfully be destroyed or that the consequences of unlawful processing be eliminated, or that its unlawfulness be ascertained.
6. Request that the transmission of your personal data to third parties be blocked.
7. Contact the Cantonal Data Protection Commissioner if you disagree with the management of your data by USI (<https://www4.ti.ch/can/sgcds/pd/generalita>).

It should be noted that USI reserves the right to assert restrictions provided by law, e.g. when it is obliged to store or process certain data, when required by overriding public or private interests.

Kindly contact the address privacy@usi.ch to exercise the above rights.

Last update: 27.03.2026 (v. no. 1.0.1).