



## SUPPLEMENTING THE NOTICE ON THE PROCESSING OF PERSONAL DATA EVALUATION FOR BBS ACCREDITATION AND RANKING

Bologna University Business School ("BBS"), the Data Controller, addresses you within the scope of the informative purposes underlying the contractual relationship that exists or has existed between you and BBS itself, as per the previous notice on the processing of personal data issued to you upon the establishment of the relationship (of which BBS is available to provide a copy upon your request that can also be found at the following link <https://www.bbs.unibo.it>), to which you are referred.

Please be informed that BBS intends to participate in evaluation processes promoted by independent bodies and agencies, such as national or international business school accreditation bodies, as well as agencies that conduct surveys in order to rank/classify the best Business Schools (hereinafter, "Independent Bodies and Agencies").

It is important for BBS to become part of these national and international evaluation processes (hereinafter referred to as "BBS Evaluation Processes"), because obtaining good evaluations results not only in greater prestige for BBS, but more importantly in greater authority for the faculty who teach at BBS and the academic degrees earned by the students who take the relevant courses.

In order to be able to participate in such accreditations and rankings, BBS must disclose the personal data of students and faculty members who have given consent for this purpose to such Independent Bodies and Agencies, as well as to bodies that conduct any audits on behalf of the aforementioned Independent Bodies and Agencies (hereinafter, "Appointed Parties"). We therefore ask you to provide your optional, and possible, consent in relation to the communication of your personal data analytically set out in the document attached to this notice to form an integral and substantial part of it to the categories of Independent Bodies and Agencies, based in Europe or third countries for which there is an adequacy decision under the General Data Protection Regulation (GDPR), i.e., those countries that benefit from a regulatory level of protection of personal data essentially equivalent to that guaranteed by the European Union law.

We hereby list some of the above-mentioned Independent Bodies and Agencies to which your data may be disclosed:

- **EFMD International Not-for-Profit Association**, headquartered in Brussels, 1050 Ixe lles, rue Gachard, 88, box 3, Belgium, whose privacy policy on personal data protection can be viewed at the following link [Privacy Policy - EFMD Global](#);
- **Association of MBAs**, headquartered at Top floor, 3 Dorset Rise, London EC4Y 8EN, Great Britain, whose Privacy Statement on personal data protection can be viewed at the following link [Privacy Statement - Association of MBAs](#);
- **AACSB International**, headquartered at 777 South Harbour Island Boulevard, Tampa, Florida 33602, United States, whose privacy policy on personal data protection can be viewed at the following link [Privacy Policy | AACSB](#);
- **ASFOR Associazione Italiana per la Formazione Manageriale**, headquartered at Viale Beatrice d'Este, 26 20122 Milan, whose privacy policy on personal data protection can be viewed at the following link [Privacy - ASFOR - Associazione Italiana per la Formazione Manageriale](#);
- **Quacquarelli Symonds Ltd**, headquartered in London, 1 Tranley Mew, NW3 2DG, AACSB, Great Britain, whose privacy policy on personal data protection can be viewed at the following link [QS | World University and MBA rankings: Privacy Policy - QS](#);
- **The Financial Times Ltd**, headquartered at Bracken House, 1 Friday Street, London EC4M 9BT, Great Britain, whose privacy policy on personal data protection can be viewed at the following link [Business school rankings from the Financial Times - FT.com](#)

### **BOLOGNA BUSINESS SCHOOL**

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# BBS



## A. PURPOSE OF PROCESSING, LEGAL BASIS, AND RETENTION TIME:

### 1. SURVEYS

Subject to your consent, you may be contacted for conducting surveys and interviews using automated method (e-mail) on behalf of BBS regarding the quality of management training courses provided by BBS aimed at performing BBS evaluation processes.

The legal basis for the processing referred to in the preceding paragraph is consent Art. 6.1(a) of the GDPR.

Your data will be processed, for the purposes indicated therein, for a maximum period of five years starting from the granting of your consent, without prejudice to your right to revoke at any time the consent you have given.

### 2. DISCLOSURE OF YOUR PERSONAL DATA TO THIRD PARTIES FOR THE PARTICIPATION OF BBS IN EVALUATION PROCESSES PROMOTED BY OTHER INDEPENDENT BODIES AND AGENCIES

Subject to your consent, we therefore ask if you would like to participate in the aforementioned BBS evaluation process that involves the disclosure of your personal data to third parties. The processing involves the possibility of being contacted by e-mail by independent Bodies and Agencies and Appointed Parties for the purpose of carrying out surveys with BBS transferring your data to them (as autonomous and separate data controllers of your personal data).

The legal basis for the processing referred to in the preceding paragraph is consent Art. 6.1(a) of the GDPR.

To this end, we ask for your consent, which is optional, free and revocable at any time, to communicate your data indicated above to the parties indicated in point 2 above. Should you decide not to give your consent, your data will not be communicated to the above-mentioned third parties, and your relationship with BBS will continue as before.

As autonomous data controllers, the third parties will process your data in accordance with and for the purposes set out in the notice that they must provide to you pursuant to Article 14 of the GDPR, within 30 days from the date on which the data is communicated to them by BBS.

Your data will be processed, for the purposes indicated therein, for a maximum period of five years starting from the granting of your consent, without prejudice to your right to revoke at any time the consent you have given. On the other hand, the processing periods of the aforementioned parties are established by them, in their capacity as autonomous data controllers. You are invited to consult the privacy notices of the individual parties involved for this purpose.

### 3. SUPPLEMENTING AND REFERENCING TO THE PREVIOUS NOTICE

As illustrated, this is merely a supplement to the notice previously provided and can be found at the following link <https://www.bbs.unibo.it>.

Therefore, the other clauses, consents and denials you expressed in the notice previously provided as well as your rights referred to therein, including the right to revoke this consent at any time and without penalty, remain unaffected.

Unless otherwise indicated by you, therefore, your data will continue to be processed by BBS in accordance with the purposes, legal basis, timeframes, and provisions set forth in the notice previously provided to you and any consents you may have given to BBS.

We would like to take this opportunity to remind you that if you no longer wish to be contacted by BBS for informative or promotional purposes, you may send appropriate communication to the e-mail address [gdpr@bbs.unibo.it](mailto:gdpr@bbs.unibo.it) asking to revoke the consent you gave at the time or to object to further processing for promotional purposes.

## EXAMPLES OF SUPPORTING DOCUMENTATION

### 1. FACULTY

- a. Active faculty: Supporting documentation may include screenshot of internal intra-net of the business school website with faculty profiles, external website link with faculty profile, copy of course syllabus or CV. Key is to demonstrate that they are full-time and employed as at survey submission date.
- b. International status: Supporting documentation may include copy of passport/driver's license or employment onboarding form prepared by faculty when joining the school (i.e. benefits enrolment). Key is to identify which country as well.
- c. Gender: Supporting documentation may include screenshot of internal intra-net of the business school website with faculty profiles, external website link with faculty profile, or employment onboarding form prepared by faculty when joining the school (i.e. benefits enrolment). Key is to demonstrate that there is a male or female sex identified.
- d. Doctoral degrees: Supporting documentation may include screenshot of internal intra-net of the business school website with faculty profiles, external website link with faculty profile, a copy of their degree that may have been retained in their faculty profile, a copy of their CV. Key is to demonstrate that they hold a doctoral degree.

### 2. BOARD MEMBERS

- a. Board Members: Supporting documentation may include a link to the business school website that lists the Board members, perhaps a document from the Dean's office that announces annual appointment, minutes from meetings that list the individuals in attendance.
- b. International: Supporting documentation may include a copy of passport, communication from the Board Member to the Dean's office stating their nationality. As the Board is often comprised of volunteers, if this information is not readily available, we are happy to select our sample in advance which would allow you to request a confirmation of internationality via email from the selected individuals. You are welcome to cc us at KPMG on this communication if comfortable.
- c. Gender: Supporting documentation may include screen shots of Board members on an internal intra-net of the business school website, a copy of CV if gender or use of pronouns is noted, or an email confirmation from the Board member as to gender. Key is to demonstrate that there is a male or female sex identified.

### 3. PROGRAMME DURATION AND KEY DATES

- a. Programme timetable showing starting and ending dates in order to recalculate the duration or programme. This can also be obtained from a brochure which states the duration or the school website. The key here is that the weighted average should be represented by the last graduating cohort.

### 4. ENROLMENT

- a. Students: Screenshots of self-completed student profile, copies of current course load/schedule, student acceptance letters kept in their enrolment file. Objective is to highlight that they are enrolled in the first year of the programme.
- b. International students: Screenshots of self-completed student profiles, student application forms, copies of student passports, copies of VISA applications. The key here is to ensure that the country is also identified.
- c. Gender: Screenshots of self-completed student profiles, student application forms, copies of student passports. Key is to demonstrate that there is a male or female sex identified or the use of pronouns.
- d. Section: Screenshots of self-completed student profile, application form or resume/LinkedIn.

### 5 GRADUATES

- a. Recent Graduates: Copy of transcript showing degree being completed, copy of degree being awarded, convocation listing published, or screenshot of LinkedIn profile/other documentation that shows the completion of programme.
- b. Employment Data: Screenshots of the graduate's profile in the career database, copies of the survey responses from the student, or LinkedIn Profile, or email correspondence from the student confirming their employment status.
- c. 2019 Graduates: Copy of transcript showing degree being completed, copy of degree being awarded, convocation listing published, or screenshot of LinkedIn profile/other documentation that shows the completion of programme.

## **6 INTERNATIONAL EXPERIENCE:**

- a. Overseas Studies: Transcript for student showing completion of the course. Then the syllabus for the course or information from the Programme outline, or brochure for programme which identifies that the course is carried out overseas or on a different continent with country identified. The course syllabus should identify how many hours related to the completion to support the underlying calculation.
- b. Internships: Screenshots of the graduate's profile in the career database, copies of the survey responses from the student, or LinkedIn Profile, or email correspondence from the student confirming their employment status.

## **7 TUITION, MANDATORY FEES**

- a. Tuition fee schedule (e.g. those posted online/program brochure that is shared with the students) to verify the minimum, maximum and average tuition and mandatory fees.

## **8 ESG**

- a. Credited teaching hours can be supported by the breakdown of courses required for the programme and the hours required per course. This may come from a programme summary or brochure, website outlining the programme requirements, our emails directly from the faculty member.
- b. ESG and climate solutions teaching hours can be supported by the syllabus for the course or information from the Programme outline, brochure for programme which identifies that the course contains these topics, or emails directly from faculty members confirming the hours per course. The course syllabus should identify how many hours related to the completion so as to support the underlying calculation.

## **9 CARBON FOOTPRINT**

- a. A copy of the publicly available carbon emissions audit completed within the last three years for the University or Business School, as applicable.
- b. A copy of the agreed-upon year of target for net zero target for carbon emissions for the University, as applicable.
- c. A copy of the agreed-upon year of target for net zero target for carbon emissions for the Business School, as applicable.