

POLITECNICO DI MILANO

THE GENERAL DIRECTOR

HAVING REGARD TO the Constitution of the Italian Republic and, in particular, Article 2 of the Fundamental Principles;

HAVING REGARD TO the European Convention for the Protection of Human Rights and Fundamental Freedoms;

HAVING REGARD TO Law n. 164 of 14.04.1982 establishing "Regulations Concerning the Rectification of Sex-Attribution", and subsequent amendments;

HAVING REGARD TO Presidential Decree n. 445 of 28.12.2000 establishing the "Consolidated Text of Legislative and Regulatory Provisions on Administrative Documentation", and subsequent amendments;

HAVING REGARD TO Legislative Decree n. 165 of 30 March 2001, "General Provisions Concerning Employment at Public Entities", and subsequent amendments;

HAVING REGARD TO Legislative Decree N. 196 of 30.06.2003 on the "Personal Data Protection Code", and subsequent amendments;

HAVING REGARD TO Legislative Decree N. 150 of 01.09.2011 on the "Complementary Provisions to the Civil Procedure Code on the and Simplification of Civil Proceedings, According to Article 54 of Law 18 June 2009, N. 69", and subsequent amendments;

HAVING REGARD TO Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, concerning the protection of natural persons with regard to the processing of personal data, as well as the free circulation of such data and repealing Directive 95/46/EC (General Data Protection Regulation);

HAVING REGARD TO the current Statute of Politecnico di Milano;

HAVING REGARD TO the General Regulations in force at the University;

HAVING REGARD TO the current Code of Ethics and Conduct of the Politecnico di Milano;

HAVING REGARD TO the current Code for the Protection of Human Dignity of the Politecnico di Milano;

HAVING REGARD TO the current Regulations of the Politecnico di Milano concerning the processing of personal data and ICT security and the consequent Privacy Organisational Model;

HAVING REGARD TO its determinations regarding the organisation of the Management Areas of the Administration of Politecnico di Milano, including the Undergraduate and Graduate Students Services and ICT Services;

HAVING REGARD TO the Protocol of Politecnico di Milano for the activation and management of an alias for students of first and second level degree programmes (equivalent to Bachelor of Science and Master of Science, respectively), as well as prospective students, going through a gender transition, defined by Decree of the General Director N. 4762 of 02 August 2017;

HAVING REGARD TO the Minutes of the meeting of the Guarantee Act Committee (Comitato Unico di Garanzia, "CUG") held on 29 November 2022, in which revisions to the articles of the aforementioned Politecnico di Milano's Protocol were made and approved, as well as the change of name to Protocol (hereinafter Protocol) for the activation and management of an alias for students of Laurea programmes (equivalent to Bachelor of Science), Laurea Magistrale programmes (equivalent to Master of Science), single-cycle Laurea Magistrale programmes, PhD programmes, as well as prospective students, going through a gender transition;

RECOGNISING the need to proceed with the issuance of the aforementioned Protocol containing the amendments made and approved, together with the annexes also partially amended;

HEREBY DECIDES

Art. 1

- 1) For all the reasons stated in the introduction, the Protocol of Politecnico di Milano (hereinafter Protocol) for the activation and management of an alias for students of first and second level degree programmes (equivalent to Bachelor of Science and Master of Science, respectively), as well as prospective students, going through a gender transition, adopted by Decree of the General Director n. 4762 of 2 August 2017, which changes its name to Protocol of Politecnico di Milano (hereinafter Protocol) for the activation and management of an alias for students of Laurea programmes (equivalent to Bachelor of Science), Laurea Magistrale programmes (equivalent to Master of Science), single-cycle Laurea Magistrale programmes, PhD programmes, as well as prospective students, going through a gender transition, is hereby amended as set out in the full text below, together with the attached and partially amended forms, which constitute an integral part of this Determination.
- 2) Any amendments and/or additions to the Protocol and to the forms attached thereto and expressly referred to in Art. 8 shall be provided for by decree of the General Director.
- 3) The Heads of the Undergraduate and Graduate Students Services and ICT Services will be in charge of identifying the staff in charge of managing the procedure in order to ensure that the processing of sensitive data related to the implementation of the management Protocol remains confidential.

PROTOCOL OF POLITECNICO DI MILANO FOR THE ACTIVATION AND MANAGEMENT OF AN ALIAS FOR STUDENTS OF LAUREA PROGRAMMES (EQUIVALENT TO BACHELOR OF SCIENCE), LAUREA MAGISTRALE PROGRAMMES (EQUIVALENT TO MASTER OF SCIENCE), SINGLE-CYCLE LAUREA MAGISTRALE PROGRAMMES AND PhD PROGRAMMES, AS WELL AS PROSPECTIVE STUDENTS, GOING THROUGH A GENDER TRANSITION

ART. 1

PURPOSE OF THE PROTOCOL

- 1) In pursuit of the same objectives that inspired the Politecnico di Milano's Code of Ethics and Conduct and the Politecnico di Milano's Code for the Protection of Personal Dignity, this Protocol has been adopted, which defines the process for the activation and management of an alias aimed at ensuring that students, as well as prospective students, who are going through a gender transition, can enjoy a comfortable study environment, where interpersonal relations are characterised by fairness, mutual respect for freedom, and inviolability.

ART. 2

ADDRESSEES

- 1) Those who wish to apply for an alias must submit an application form, completed using the form attached to this Protocol.
- 2) The application form should be sent from your Politecnico di Milano institutional e-mail address to the dedicated e-mail address sgs@polimi.it.
- 3) All documentation relating to the "alias" process is handled confidentially.
- 4) Students who have not yet been given a Polimi e-mail address must use the one they provided when registering with the Online Services.
- 5) The application form must be accompanied by a valid identity document as well as documentation proving that the applicant has been taken into care by a healthcare facility — public or private — that deals with gender dysphoria, to initiate psychotherapeutic and/or medical treatment in order to undergo possible gender reassignment, pursuant to Law 164/1982 and subsequent amendments.

ART. 3

IMPLEMENTATION OF AN ALIAS

- 1) Once the consistency of the request for an alias and of the documentation enclosed has been verified, a Confidential Agreement is jointly signed by the applicant and the Head of Education in which, inter alia, designated personal tutors are assigned for managing the procedure and ensuring the necessary confidentiality.
- 2) The Managerial Decree that authorises the modification of the applicant's data in the computer process that handles the students' details will be issued accordingly.
- 3) With it, Politecnico di Milano undertakes to assign an alias — as a transitional and non-final measure — as well as to issue the applicant with a new Student Card indicating the alias chosen by the applicant and their surname, as well as to issue an institutional e-mail address based on the alias.
- 4) The alias acts as an anticipation of the necessary measures that will be taken at the end of the gender transition process, when the applicant will have new personal identity documents following a court ruling that legally recognises a change in their gender and — consequently — in the name attributed at birth.
- 5) The alias will be inextricably associated with the applicant's current records and will remain active for the entire

length of the applicant's academic career, subject to any requests for discontinuation made by the applicant or causes of discontinuation referred to in Article 6 below.

- 6) Under no circumstances may the Student Card be authorised for the provision of services outside the University that involve areas beyond the University context, e.g., it may not be authorised by the treasury as a payment card.
- 7) The Student Card associated with the alias may only be presented inside the Politecnico di Milano and may not be used for any purpose, nor shown, outside the University. The original, initial Student Card issued by the University for contexts and settings outside the University remains valid for use.

**ART. 4
ISSUING CERTIFICATES**

- 1) Politecnico di Milano undertakes to provide the applicant, in compliance with the relevant regulations, if necessary, with appropriate certificates for external use relating to their studies with reference to the applicant's legally recognised identity; Politecnico di Milano will not produce any certified document or certificate concerning the alias.
- 2) The applicant may issue self-certifications or self-drafted affidavits, in relation to personal statuses and qualities linked to their academic career, pursuant to Presidential Decree 445/2000 to be used outside the University exclusively with reference to their legally recognised identity.

**ART. 5
APPLICANT'S OBLIGATIONS**

- 1) Applicants may inform the contact person(s) who are referred to in Article 3 above, in advance and promptly, of their intention to carry out activities within the University that also have external relevance (e.g. taking part in traineeships, taking part in international mobility projects, applying for scholarships), undertaking to ensure and agree whether and how they can follow up their intentions while still using their new chosen identity, and how this can be implemented.
- 2) The applicant agrees to inform the University of any situation that may affect the content and validity of the Confidential Agreement. In particular, the applicant undertakes to promptly inform the contact person(s) of the issuance of the court's ruling to legally change their gender and name, or of the decision to discontinue the process aimed at such change.

**ART. 6
VIOLATION OF THE PROCEDURE**

- 1) Should there be reasonable grounds to believe that the applicant is in breach of the provisions of this Protocol and of the Confidential Agreement, the alias will be immediately suspended by order of the Head of Education as a precautionary measure until further provision. The University will consider the opportunity to take disciplinary action.

**ART. 7
VALIDITY OF THE CONFIDENTIAL AGREEMENT**

- 1) The Confidential Agreement is effective from the date of signature and until the competent court issues a sentence that legally recognises a change in gender, or until the decision to discontinue the process aimed at such change is communicated.
- 2) The Confidential Agreement will remain effective whilst the student transitions from a first level degree programme (equivalent to Bachelor of Science) to a second level degree programme (equivalent to Master of Science), and from a second level degree programme to a PhD (third level) programme if enrolment in the successive programme is made within 8 (eight) months from the date of the previous degree, apart from exceptional cases that will be assessed on an individual basis.
- 3) Until the competent court issues a final sentence that legally recognises a change in gender, all academic records and related certificates, including the degree certificate, will reference the applicant's biographical data that were assigned at birth.
- 4) The graduate still has the possibility to be addressed by either their legal name or their alias name at the graduation ceremony.
- 5) If the final legal decision is issued after the date of completion of studies, the student will be able to request a graduation certificate bearing their new legal name.

Art. 8
ANNEXES

- 1) The following documents form an integral part of this Protocol:
 - Alias request form
 - Confidential Agreement form
 - Information on the processing of sensitive data.
- 2) Any amendments and/or additions to the aforementioned documents are made by Decree of the General Director.

ART. 9
PROCESSING OF PERSONAL DATA

- 1) Pursuant to and for the purposes of Leg. N. 196 of 30 June 2023, "Personal Data Protection Code", for the still applicable regulations on the processing of sensitive data, and of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), Politecnico di Milano will process the data indicated in the Confidential Agreement exclusively for the purposes related to the procedures specified therein.
- 2) The information note, which is included in the Confidentiality Agreement, will detail all the necessary information concerning the processing of data.

ART. 10
IMPLEMENTATION AND PUBLICITY

- 1) This Protocol of Politecnico di Milano for the activation and management of an alias for students of Laurea programmes (equivalent to Bachelor of Science), Laurea Magistrale programmes (equivalent to Master of Science), single-cycle Laurea Magistrale programmes and PhD programmes, as well as prospective students, going through a gender transition, is adopted by a Determination of the General Director and will come into force on the day following its publication on the University website [http://www.normativa.polimi.it/..](http://www.normativa.polimi.it/)

THE GENERAL DIRECTOR
Dr Eng. Graziano Dragoni

Digitally signed in accordance with the Digital Administration Code and subsequent amendments and additions

REQUEST FORM FOR ASSIGNING AN ALIAS TO STUDENTS OF LAUREA PROGRAMMES (equivalent to Bachelor of Science), LAUREA MAGISTRALE PROGRAMMES (equivalent to Master of Science), SINGLE-CYCLE LAUREA MAGISTRALE PROGRAMMES OR PhD PROGRAMMES, AS WELL AS PROSPECTIVE STUDENTS OF POLITECNICO DI MILANO, GOING THROUGH A GENDER TRANSITION

I, the undersigned, _____ born in _____

on _____, tax code _____

person code _____

under Law 164/1982 and the Protocol for the Activation and Management of the Alias for Gender Transitioning Students

HEREBY REQUEST

to adopt the following "*alias*" identity _____.

To this end, I enclose to the application a valid identity document and the documentation proving that the applicant has been/is being followed by a health facility that deals with gender dysphoria for the initiation of psychotherapeutic and/or medical treatment.

Milan, on (date)

Applicant's signature _____



CONFIDENTIAL AGREEMENT

Having regard to the Protocol of Politecnico di Milano for the activation and management of an alias for students of Laurea programmes (equivalent to Bachelor of Science), Laurea Magistrale programmes (equivalent to Master of Science), single-cycle Laurea Magistrale programmes and PhD programmes, as well as prospective students, who are going through a gender transition, defined by Determination of the General Director No 4762 of 02 August 2017, as subsequently amended and supplemented;

Considering the request made by, for the activation of an "alias", through the attribution of a provisional identity valid only within the University, in order to allow them, already going through the demanding process of transitioning, the substantial exercise of the right to personal identity, which falls under the fundamental human rights (Article 2 of the Italian Constitution);

Having regard to the documentation submitted, showing the process undertaken to obtain a change in gender;

Noting that _____ declares, for the sole purpose of this Agreement, that they have selected as their chosen name _____;

THE PARTIES:

_____ Born in _____,

residing for this deed at _____ - (____), Road/Street _____
n. _____,

Person code no _____ Milan (Italy) issued by Politecnico di Milano

Hereinafter referred to as "the applicant"

AND

Politecnico di Milano represented by the Head of the Undergraduate and Graduate Students Services

HEREBY AGREE AS FOLLOWS

- The University undertakes to activate an "alias" for the applicant by assigning them a provisional, transitional and non-final identity and to issue them with a new Student Card indicating the name chosen as an alias, the surname and the person code.
- The University also undertakes to activate an e-mail address for the applicant containing only the alias chosen by them.
- The "alias" will supplement the biographic data assigned at birth; this change is an anticipation of the necessary measures that will be taken at the end of the gender transition process, when the applicant will be given new personal identity documents. The directories and applications used by the University staff will display the "alias name and surname".
- The "alias" will be inextricably associated with the applicant's biographical data and their person code, and will remain in use for the entire length of their studies, subject to any requests for

discontinuation made by the applicant or causes of discontinuation specified below.

- The Student Card associated with the alias may only be presented inside the Politecnico di Milano and may not be used for any purpose, nor shown, outside the University.
- The University will not produce any certified document or certificate concerning the alias.
- The University identifies the following as the contact persons for the management of the procedure:
 - a) The Confidential Counsellor
 - b) The Head of the Undergraduate and Graduate Students Services
 - c) The ICT Manager
- The University undertakes to provide the applicant, where necessary and permitted by law, with appropriate certification for external use referring to their legally recognised identity.
- The applicant is aware that declaration statement in lieu of certification or affidavit, regarding personal statuses and qualities linked to their academic career, signed by them in accordance with Presidential Decree No 445/2000 and used outside the Politecnico di Milano, can only refer to their legally recognised identity.
- The applicant undertakes to inform the above-mentioned contact persons in advance of the intention to carry out activities within the University that also have external relevance (e.g., taking part in traineeships, taking part in international mobility projects), undertaking to ensure and agree with the contact persons whether and how they can proceed with their intentions.
- The applicant is aware that, in the event that they graduate before the relevant authority issues a final sentence that legally recognises a change of gender, the qualifications and related certificates will show the biographical data assigned at birth stated in the identity document issued by the Italian Government.
- Should there be reasonable grounds to believe that the applicant is in breach, even partially, of this Agreement, the "alias" will be immediately discontinued as a precautionary measure by order of the Head of Undergraduate and Graduate Students Services. The University reserves the right to take further disciplinary actions.
- The applicant undertakes to inform the University of any situation that may affect the content and effectiveness of this Agreement. In particular, by way of example but not limited to, they undertake to promptly inform the contact person(s) of the issuance of the court's ruling to legally change their gender and name, or of the decision to discontinue the process aimed at such change.

This Confidential Agreement is effective from the date of its signature until the moment the final judgement that legally recognises a change in gender is issued by the relevant court or until the decision to discontinue the process aimed at such change is communicated.

The complete information on the processing of data as set out in this Confidential Agreement and in Protocol of Politecnico di Milano for the activation and management of an alias for students of Laurea programmes (equivalent to Bachelor of Science), Laurea Magistrale programmes (equivalent to Master of Science), single-cycle Laurea Magistrale programmes and PhD programmes, as well as prospective students, going through a gender transition, is attached hereto and must be signed for acceptance by the person concerned.

Any dispute arising from this Agreement shall be submitted to exclusive jurisdiction of the Court of Milan.

Milan, _____

<p>To the Politecnico di Milano's Head of the Undergraduate and Graduate Students Services</p> <p>_____</p>	
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**STATEMENT AND DECLARATION OF CONSENT TO THE PROCESSING OF PERSONAL
DATA PURSUANT TO ARTICLE 13 OF GDPR (General Data Protection Regulation)
REGULATION (EU) No. 679/2016 OF 27 APRIL 2016**

The current information notice is issued in accordance with Article 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 compliance with the law on the processing of personal data and the free movement of such data.

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

Internal Data Processor: Dr Assunta Marrese - contact: SGS@polimi.it

The data shall be processed by other persons authorised and instructed for this purpose in accordance with current legislation.

Data Protection Officer and Points of Contact: Dr Vincenzo Del Core - privacy@polimi.it tel. 02.2399.9378

Purpose of data processing, legal basis, categories of data and retention period. For the purposes of applying the relevant European and national legislation (Regulation (EU) 679/2016, henceforth Regulation), we inform you that your personal data shall be used for the following purposes:

Intended purpose of the personal data processing	Legal basis of the processing	Categories of personal data subject to processing
Activation and management of an alias for students and prospective students of first and second level degree programmes (equivalent to Bachelor of Science and Master of Science, respectively) who are going through a gender transition	Art. 6 par. 1, letter (e) of the Regulation for purposes of the public and institutional interest of the organisation.	Identifying data. Personal details. Data on related health treatments. Related legal data.

Nature of the data. Providing data is optional. Refusal to provide data means that the activation and management of an alias cannot be carried out. The data collected are mandatory in nature. Failure and/or refusal to respond will make it impossible to get in touch with the confidential information referred to in the Confidentiality Agreement.

Special categories of data. Any personal data belonging to the category ex art. 9 par. 1 of EU Regulation 2016/679 health data are processed, within the scope of the purpose of activation and management of an alias for students of degree programmes who are going through a gender transition.

The purpose of the processing is to provide an alias to the student who is undergoing gender reassignment in order to ensure that, throughout his/her/their studies, his/her/their interpersonal relations are characterised by fairness, mutual respect for the freedom and inviolability.

This data is processed for purposes of significant public interest and for the protection of the data subject's basic rights pursuant to Art. 9 par. 2, letter (g) and Art. 2 - sexies par. 2, letter (bb) of Legislative Decree No 196 of 2003 as amended by Legislative Decree No 101 of 2018, purposes of

processing in the public interest to ensure education and training activities in the University context. Data processing will be appropriate to the purpose pursued by providing for adequate data protection measures.

Processing methods Processing carried out for the indicated purpose of activating and managing an alias may be carried out either on paper or digitally, manually and/or electronically or, in any event, by automated means.

The data may be stored in paper archives for the duration of the processing and indefinitely in digital format in view of transparency obligations and the correct operation of public administration.

The data acquired for purpose shall only be accessed by duly authorised personnel.

Categories of recipients. In connection with the aforementioned purposes, personal data may also be disclosed to other public administrations, even in anonymous form, in the event that these administrations are required to process the data for any procedures that fall under their own institutional competence, as well as to all public or private entities to which, under the relevant conditions, disclosure is legally required by European provisions, laws or regulations, as well as to insurance bodies for any accident cases.

Retention period of personal data. The data necessary for the correct functioning of public administration will be kept indefinitely, for archiving and storage purposes, in compliance with principles of transparency, lawfulness, proportionality and data minimisation.

Transfer to non-EU countries Personal data will in no way be transferred to countries outside of the EU.

Rights of the data subject. As a data subject, you can ask the Data Controller for the following at any time:

- confirmation of any personal data held concerning you;
- access to your personal data and related information; the rectification of inaccurate data or the completion of incomplete data; the deletion of personal data concerning you (where any of the conditions indicated in Art. 17, paragraph 1 of the Regulation applies and in compliance with the exceptions provided for in paragraph 3 of the same article); the restriction of the processing of your personal data (where one of the conditions indicated in Art. 18, paragraph 1 of the Regulation applies), the transformation into anonymous form or the blocking of data processed in violation of the law, including those that do not need to be kept for the purposes for which the data were collected or subsequently processed;

As a data subject, you also have the right to object in whole or in part:

- for legitimate reasons, to the processing of personal data concerning you, even if pertinent to the purpose of the collection;
- to the processing of personal data concerning you for the purpose of sending advertisements on programmes and cultural events at the Politecnico di Milano.

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

If you believe that your rights have been violated by the Data Controller and/or a third party, you have the right to lodge a complaint with the Personal Data Protection Authority and/or other competent supervisory authority under the Regulation.

By ticking the relevant boxes on the online registration form the data subject expressly consents to the processing of their personal data for the purposes indicated in this privacy policy and within the limits that such consent is required by law, as well as the disclosure of these data to the persons indicated in the privacy policy.

CONSENT

I, the undersigned....., having read the aforementioned information notice, give my consent to the processing of my personal data as per point 1 above.

I give my consent

I do not give my consent

Milan,