

GDPR Rights Form

Art. 15-22 EU Regulation n. 2016/679

Dear

The General Data Protection Regulation of the European Union (GDPR) provides the possibility of exercising the following rights on personal data concerning you:

1. **ACCESS** that is, obtain confirmation as to whether or not personal data are being processed (art.15) and access to the following information:
 - a. the purposes of the processing;
 - b. the categories of personal data concerned;
 - c. the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
 - d. the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e. where the personal data are not collected from the data subject, any available information as to their source;
 - f. the existence of automated decision-making, including profiling, referred to in Article 22, paragraphs (1) and (4) and the envisaged consequences of such processing for the data subject.
2. **RECTIFICATION** of inaccurate or incomplete personal data (art. 16).
3. **ERASURE** of personal data or exercising «the right to be forgotten» (art. 17).
4. **RESTRICTION OF PROCESSING** that is, reduce the personal data process (art. 18).
5. **DATA PORTABILITY** (art. 20) that is, receive the personal data in a structured, commonly used and machine-readable format and, if technically possible, directly obtain, their direct transmission to other data controllers.
6. **OBJECT** to processing of personal data (art. 21 and 22)).
7. **WITHDRAW** consent to the processing (art. 13).

The undersigned data subject

Name and Surname

Fiscal code

Place and date of birth

Mailing address

Phone number

E-mail/PEC

Requires

Access Rectification Erasure Restriction Portability Objection

or Withdrawal of consent related to:

Personal data

Categories of data

Processing

For the following reasons Notes:

We remind you to send a copy of an identity document together with the form. We will give immediate feedback on the receipt of your request and will reply as soon as possible (max. within a month). To facilitate the exercise of your rights and allow the Museum to respond promptly, simply fill in this form and send it to:

DATA CONTROLLER

Museo Tattile Statale Omero

Sede Legale: Banchina Giovanni da Chio, 28 - 60121, Ancona(AN)

P. Iva / Codice Fiscale: 02629770427

Telefono 071 28 11 935 - Fax 071 28 18 358

email: info@museoomero.it Sito Web: www.museoomero.it

Data Protection Officer (DPO)

Avvocato Massimiliano Galeazzi

email: info@studiolegalemcg.it

PEC: museoomero@legalmail.it

Information on the exercise of rights on personal data

Art. 13-14 GDPR EU Reg. n. 2016/679

Dear Data subject

The Museum, as Data Controller of your personal data connected to the procedure initiated with this form, specifies that the processing is aimed at recognizing and guaranteeing the benefits provided by EU and national legislation regarding the protection of personal data, with particular reference to the rights provided by articles 15 and following of the GDPR, as implemented in the Italian legal system by current legislation.

What is the aim of the processing?

We process your data for the purpose of following up on your requests regarding personal data.

In order to protect the confidentiality of the communicated personal data, to offer them adequate protection and to minimise the data being processed, the communicated data will be registered, conserved and processed in compliance with the security measures adopted by the Museum.

These measures are intended to protect the rights and freedoms of data subjects from any risks related to unauthorized access.

On what legal basis do we process the data?

Pursuant to Art. 6 GDPR, letter c), the processing is necessary for compliance with a legal obligation to which the controller is subject.

From whom do we collect data?

Where possible, we always collect personal data directly from the data subject.

If necessary for the purposes of the relationship with the data subject, we may make enquiries to public bodies or carry out searches in public registers and/or databases.

Which categories of data do we process?

The processing might involve, in addition to common personal data and contact data, also special categories of personal data, pursuant to art. 9 of EU Reg. 2016/679, including personal data that reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as

well as genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation, or, pursuant to art. 10 of EU Reg. 2016/679, personal data relating to criminal convictions and offences or related security measures, possibly provided or acquired by the Museum in its relationship with you. When requesting the exercise of your rights, providing your personal data is mandatory and necessary to allow proper management of the request.

To whom do we communicate personal data?

The data are processed at the registered office of the Data Controller and in any other place where the parties involved in the processing may be located. Your personal data will not be communicated to third parties, unless explicitly requested by you, in the exercise, where conceivable, of the right to portability pursuant to art. 22 of the GDPR, as implemented in the current national legislation. Personal data will not be profiled or subjected to other automated decision-making processes.

If necessary, they may be communicated to external companies that carry out outsourced activities on behalf of the Data Controller, as data processors.

How do we process data?

The processing is carried out on the basis of the legal obligations established by EU Regulation 2016/679 (as implemented in the national legislation in force), therefore, in the absence of the requested data or where the hypotheses of limitation to the exercise of rights are integrated, it may not be possible to guarantee the full exercise of your rights.

Are the data transferred to non-EU countries?

Your data will not be transferred to third countries not belonging to the European Union and with personal data protection regulations not aligned with the GDPR. We also specify that your data will not be disclosed by us either to unauthorized third parties or for purposes other than those indicated in this statement.

How long do we keep your data?

The data which are the object of this application will remain stored with the Administration until the procedure related to the exercise of the aforementioned rights has been defined, in accordance with the

purposes pursued by law, while they will be erased where, at the end of the procedure, there are no interests to be safeguarded in judicial or extrajudicial proceedings.

What are your rights?

In addition to the exercise of the aforementioned rights, the Data subject has the right to lodge a complaint to the Data Protection Authority against the processing carried out by the Museum.

In case of important changes, you will be notified in advance through the institutional communication tools. Visit [Museo Omero](#) website.