

Supplier information

Art. 13-14 EU “GDPR” Reg. no. 2016/679

Data Controller

Museo Tattile Statale Omero

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

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Data Protection Officer (DPO)

Avvocato Massimiliano Galeazzi

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pec: museoomero@legalmail.it

What is the purpose of the processing?

We process your data for procedural purposes related to the management of suppliers for the fulfilment of contractual and legal obligations deriving from civil, fiscal, accounting, administrative and security management regulations. Furthermore, they may also be processed for the planning of supply activities, for order history, for internal inspection services, assessment of the quality of the services provided, management of complaints and for replying to requests for information forwarded. Within our organization, direct contact data (telephone number, e-mail, contact details, etc.) referring to your workers and collaborators may be collected and catalogued, as well as specific company data always relating to the existing contract between the parties, in order to improve the relevant references.

On what legal basis do we process the data?

Pursuant to art. 6 GDPR, letters b) and e), the processing is necessary for the performance of a contract to which the data subject is a party, for the performance of a task carried out in the public interest or connected to the exercise of public powers with which the data controller is invested.

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 person concerned, we may make enquiries to public bodies or carry out searches in public registers and/or databases.

Which categories of data do we process?

We mainly request and process only personal data categorized as "common". In some cases, however, it may also be essential to process data classified as "special" or "judicial". In these cases, it will be the responsibility of our staff to communicate the specific information relating to the use and purpose of the processing to the data subject. The provision of some personal data (appropriately specified during the request phase) is therefore mandatory in order to be able to follow up on the supply relationship and its related obligations. Therefore, in the absence of the same we will not be able to follow up on the request, or said absence could lead to the failure or partial execution of the supply activity.

To whom do we communicate your data?

The data are processed at the registered and operational headquarters of the Data Controller and in any other place where the parties involved in the processing may be located.

Where required, your personal data may be disclosed to other public bodies, in compliance with the obligations established by laws and regulations; for example, they are communicated for the verification of the subjective and objective requirements (Inps, Inail, Judicial Authorities, Ministry of the Interior, Revenue Agency, other public administrations) as well as in all other cases provided for by the legislation.

Your company data will also be published on the pages of the Museum's website as Transparent Administration.

How do we process data?

Your personal data will be processed by the Museum using paper and digital formats.

Only personnel authorised by the Data Controller will be able to access your data in order to carry out the processing or system-maintenance operations. We adopt all the technical and organizational measures necessary to avoid problems of unauthorised access, disclosure, modification or destruction. We also

specify that we do not use within our organization any automated decision-making process, including profiling, which produces legal effects concerning and/or significantly affecting your person.

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 EU Regulation 2016/679. 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?

We will process your data for the time necessary to achieve the indicated purposes for which they were collected and will be kept for the entire duration of the contractual relationship. They may also be conserved even after the termination of the relationship for the entire period of time required for the extinction of the contractual obligations assumed and for carrying out the relevant obligations established by the legislative provisions in force. At the end of the envisaged period, the data will be destroyed, returned or processed ensuring compliance with the principle of minimisation, to protect the rights and freedoms of the data subject, and always safeguarding them with adequate technical and organisational security measures.

What are your rights?

You have the right to ask the Data Controller for access to your personal data and to correct or cancel the same, as well as to limit the data processing concerning you or to oppose the processing. In addition to the right to data portability pursuant to the GDPR, you can at any time request a digital copy of the data or their automatic transfer to other organizations. In the envisaged cases, you can also object or withdraw the given consent. Your right to lodge a complaint with the Guarantor Authority for the Protection of Personal Data is also safeguarded. To exercise these rights or obtain information on their content, we invite you to contact the Data Controller in order to verify your request together. You can send a request using the "Personal data protection rights request form" which is available on the institutional website, GDPR section. In the event of important changes or variations in the processing purposes, you will be given advance notice through the institutional communication tools. [Visit Museum website.](#)