

User Information

Art. 13-14 EU “GDPR” Reg. n. 2016/679

Data Controller

Museo Tattile Statale Omero

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Data Protection Officer (DPO)

Avvocato Massimiliano Galeazzi

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What is the purpose of the processing?

We process your data for the performance of institutional and public functions, for the fulfilment of legal obligations such as civil, fiscal, accounting, administrative and security management regulations, but also for the assessment of the quality of the services provided, for the obligations of a pre-contractual, contractual, and legal nature, for service communications, for the management of complaints and finally for the response to requests for information received. Furthermore, the owner processes your personal data for public interest, including when substantial. In addition to this, the owner may also process your data for legitimate interest, in compliance with current legislation.

For these activities, it is therefore NOT necessary to request your consent. Your personal data, even if collected by a specific office, may also be used by the Data Controller for other requirements, provided that the processing is always connected to the pursuit of institutional purposes. Your consent is required only when the data processing concerns purposes considered important for the Museum, but which are

optional and which do not fall within the institutional functions provided for by the regulations in force, such as receiving the newsletter.

On what legal basis do we process the data?

Pursuant to Art. 6 GDPR, letters b) e) and f), the processing is necessary for the performance of a contract to which the data subject is party, for the performance of a task carried out in the public interest or connected to the exercise of public powers vested in the data controller and, in the case of video surveillance, for the pursuit of the legitimate interests of the owner. In the case of special categories of data, we verify that the treatment complies with Art. 9 GDPR and, in the event of substantial public interest, we verify the correctness of the legal basis with Art. 2-sexies of the Privacy Code. Where envisaged, the processing of personal data can be carried out on the basis of your consent.

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.

Only if necessary, we can contact the person who legally exercises representation, or a close relative, family member, cohabitant or civil partner of the interested party, or, finally, a trustee pursuant to art. 4 l. 219/2017.

Which categories of data do we process?

We mainly request and process only personal data categorized as "common". In some cases, however, it may be essential to also process data classified as "special". In these cases, it will be the responsibility of our company 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 is mandatory and necessary in order to use the services provided by the Museo Tattile Statale Omero.

To whom do we communicate personal data?

The data are processed at the legal 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 communicated to other public bodies in compliance with the obligations established by laws and regulations; they will never be disclosed, unless required by current legislation.

In some cases, your data may be accessed pursuant to Law 241/1990 and to the requirements of public functions, transparency and disclosure of information by Public Administrations pursuant to Legislative Decree 33/2013. If necessary, they may be communicated to external companies that carry out outsourced activities on behalf of the Data Controller, in their capacity as data processors.

How do we process data?

Your personal data will be processed by the Museum through the use of analogue and digital systems.

Only personnel authorized 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 unauthorized 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 you and/or which significantly affect 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?

National conservation regulations require that your personal data continue to be stored for as long as necessary to pursue the aforementioned purposes as well as for the time necessary for the correct management of the service. They will be kept for the entire duration necessary for the extinction of the

obligations contractually assumed and for carrying out the related obligations provided for 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 person concerned, 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" available on the institutional website, GDPR section.

In the event of important changes or of variations in the processing purposes, you will be given advance notice through the institutional communication tools. Visit the [Museum website](#).