

## **INFORMATION ON PROCESSING OF MINORS' PERSONAL DATA ENROLLED IN THE CHOIR**

This information concerns personal data that will be subject to processing in compliance with current legislation on the protection of personal data and, in any case, with the principles of confidentiality that guide the activities of the Guido D'Arezzo Foundation (hereinafter "Foundation"), and intends to describe its methods of management regarding the processing of personal data of those enrolled in the choir course.

This information is provided in accordance with Legislative Decree 196/2003 and subsequent amendments and integrations made by articles 13 and 14 of the EU Regulation 2016/679 of 27 April 2016 and Legislative Decree 101 of 10 August 2018.

The term "processing of personal data" refers to any operation or set of operations, performed with or without the aid of automated processes and applied to personal data or sets of personal data, such as the collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, communication by transmission, dissemination or any other form of making available, comparison or interconnection, limitation, erasure or destruction.

It is necessary to specify that, if the individual whose data is being processed is under the age of 18 or lacks the capacity for understanding and/or action, such processing is lawful only if and to the extent that consent is given or authorized by the holder of parental responsibility, guardian, or support administrator for whom the identifying data is acquired; for the use of images and videos for communication and/or disclosure purposes, consent will be expressed by both parents (guardian or support administrator).

### **DATA CONTROLLER**

The Data Controller of Your Data is the Guido D'Arezzo Foundation, with a registered office in Corso Italia, 102 - 52100 Arezzo (AR). Any request regarding personal data processed by the Guido D'Arezzo Foundation can be sent to the email address [amministrazione@fondazioneguidodarezzo.com](mailto:amministrazione@fondazioneguidodarezzo.com).

### **CATEGORIES OF PERSONAL DATA PROCESSED**

The Foundation will process the following Personal Data provided by those enrolled in the choir course:

Anagraphic and Identifying Data (including name, surname, date of birth, gender), tax code

Contact Data (including phone, email, address)

Personal Banking Data (including IBAN code)

Data relating to photographs, images, and video recordings

### **PURPOSES OF PROCESSING**

The Personal Data provided by You to the Foundation may be used for the following purposes:

a) Administrative and Accounting Management - legal basis under art. 6 paragraph 1f) and b)

We remind you that, with reference to the purposes highlighted in the above points, the provision of your personal data is mandatory. Your refusal and/or the provision of inaccurate and/or incomplete information would prevent the activities from being carried out.

**Purposes for which the explicit consent of the individual concerned is required**

Personal Data provided by You to the Foundation will be used for the following purposes for which the explicit consent of the Data Subject is required on the appropriate form. Without this, it will not be possible to proceed with the following services offered. The purposes related to the services are:

b) Taking photographs, images and video recordings of the interested party in the context of the activities carried out and during demonstration events - legal basis pursuant to Article 6 paragraph 1 letter a) and Article 9 paragraph 2 letter a)

c) Publication on the Foundation's website and/or on the Facebook/Instagram page of the photographs, images and video recordings referred to in the previous point (purpose c) )-legal basis pursuant to art.6 paragraph 1 letter a) and pursuant to art.9 paragraph 2 letter a)

d) Publication on video sharing platforms (e.g. Youtube) of the photographs, images and video recordings referred to in the previous point (purpose c)) - legal basis pursuant to article 6 paragraph 1 letter a) and pursuant to article paragraph 2 letter a)

e) Posting of images for personalization of environments - legal basis pursuant to art 6 paragraph 1 letter a)

**METHODS OF PROCESSING**

The processing of personal data will be carried out using suitable paper instruments, electronic and/or telematic means, with logics strictly related to the above and, in any case, in such a way as to guarantee the security and confidentiality of the data.

The material collected will be used exclusively by specially authorized personnel of the Foundation, and by personnel external to the Foundation in charge of carrying out specific services.

Should the need arise to show the material to other subjects or for a use other than those indicated above, all suitable measures will be put in place to make the subject unrecognizable; if this is possible or, if the identification of the subject is necessary for the purpose to be achieved, explicit and specific authorization will be requested.

## **RESPONSIBLE PARTIES AND RECIPIENTS OF PERSONAL DATA**

Those authorized to process personal data appointed by the Foundation in the exercise of their functions and external personnel to the Foundation responsible for the execution of specific services may become aware of your Personal Data.

Your personal data may be communicated to any subjects who provide the Foundation with instrumental services or services related to the purposes indicated in the previous paragraph "Purpose of the Processing". Your personal data may also be communicated to suppliers, contractors, banks and/or insurance institutions, or other subjects and/or entities that provide for the following aspects:

- Institutional activities
- External Collaboration
- Maintenance and development of the network and IT infrastructure
- counseling
- Processing and fulfilments: administrative, accounting and tax
- Legal

If there is a need to have the medical material viewed by other subjects or for a use other than those mentioned above, an explicit and specific authorization will be requested.

The complete list of the Foundation's Personal Data Processing Managers is available upon request (see contact details).

## **DURATION OF PROCESSING**

In relation to the "Purposes of Processing" of this policy, your Personal Data will be processed only for as long as necessary or corresponding to the duration of the processing itself.

Specifically, with regard to the processing referred to in (e), the duration shall meet the needs of managing the Foundation's environment or until the data subject's consent is revoked.

## **DATA PRESERVATION**

Data preservation is carried out according to the following criteria:

- ◆ For the purpose referred to in the letter a) of this information, the data will be preserved for a period of 10 years following the termination of the relationship, unless the need for further conservation arises, to allow the Foundation the defense of its rights;
- ◆ For the purpose referred to in the letter b) of this information, storage takes place for 5 years after the accomplishment;

◆ For the purpose referred to in the letter c),d) of this information, storage takes place for the entire time the material is kept on the website/platform or until the consensus is revoked. It is necessary to specify that, from the date of publication, the images/videos can be replicated;

◆ For the purpose referred to in the letter e) of this information, storage takes place for 5 years after the accomplishment;

### **RIGHTS OF THE INDIVIDUAL CONCERNED**

Pursuant to Articles 7, 15-22 and 77 of EU Regulation 2016/679, the individual involved has the right to:

- Revoke the consent previously given, without prejudice to the lawfulness of the processing based on the consent before revocation (for the purposes in points c), d), e))
- Obtain access to all your personal data held by the Foundation
- Obtain access to all the information in this document
- Obtain the right to rectification, integration, deletion of personal data (right to be forgotten) or restriction of processing of personal data
- Obtain the right to data portability
- Right to object
- Right to file a complaint with a supervisory authority (Privacy Guarantor)

In order to exercise these rights, described above, please contact the designated figures through the contacts given in this notice; such a request will be provided with appropriate feedback according to the deadlines provided by the GDPR.

This notice was written on 6 October 2021.

