

## INFORMATION ON THE PROCESSING OF PERSONAL DATA OF CHOIR MEMBERS

This disclosure concerns personal data that will be processed in compliance with current legislation on the protection of Personal Data and, in any case, with the principles of confidentiality which inspire the activity of the Guido D'Arezzo Foundation (hereinafter "Foundation") and intends to describe its management methods, in the context of the processing of personal data of the enrollees in the choir course.

This information is provided pursuant to Legislative Decree. 196/2003 and following amendments and additions made by art. 13 and 14 of EU Regulation 2016/679 of 27 April 2016 and by Legislative Decree 101 of 10 August 2018.

By Processing of Personal Data we mean 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, registration, organization, structuring, conservation, adaptation or modification, extraction, consultation, use, communication by transmission, diffusion or any other form of making available, comparison or interconnection, limitation, cancellation or destruction. It is necessary to specify that, in the event that the subject whose data is processed is under 18 years of age or does not possess the ability to understand and/or act, such processing is lawful only if and to the extent that there is consent given or authorized by the person responsible for parental responsibility, guardian or support administrator for whom the identifying data is acquired; for the use of images and videos for communication and/or dissemination purposes, consent will be expressed by both parents (guardian or support administrator). (Use the dedicated form in case.)

### OWNER OF THE TREATMENT

The Controller of your data is the Guido D'Arezzo Foundation with registered office in Corso Italia, 102 – 52100 Arezzo (AR). Any request relating to personal data processed by the Guido D'Arezzo Foundation may 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:

- Personal and Identification Data (including name, surname, date of birth, gender), tax code
- Contact Data (including telephone, email, address)
- Data relating to photographs, images and video recording

### PURPOSE OF THE TREATMENT

The Personal Data you have made available to the Foundation may be used for the following purposes:

- a) Administrative and Accounting Management – legal basis pursuant to article 6 paragraph 1 f) and b)
- b) Management of projects and events promoted by the Foundation and the data subject has expressed consent to the processing of their personal data - legal basis ex art.6 paragraph 1 a).

We would like to remind you that, in accordance with the purposes mentioned above, the provision of your personal information is necessary. Your refusal and/or provision of inaccurate and/or incomplete information would prevent the performance of the activity.

### **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)

### **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
- consulting and legal
- Processing and fulfilments: administrative, accounting and tax

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 THE TREATMENT**

Regarding the "Purposes of the Processing" of this information, your Personal Data will be processed only for the time necessary or corresponding to the duration of the processing itself.

Specifically, regarding 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 RETENTION**

Data retention is carried out according to the following criteria:

- For the purposes referred to in letter a) of this information, they will be kept for a period of 10 years after the interruption of the relationship, unless the need arises for further conservation, to allow the Foundation for the defence of one's rights.
- For the purposes referred to in letter b) of this information, storage takes place for 5 years from creation.
- For the purposes referred to in letters c), d) of this information, storage takes place for the entire time of maintenance of the material on the website/platform or until consent is revoked. It becomes necessary. It is necessary to specify that, from the date of publication, the images/videos may be replicated.
- For the purpose referred to in the letter b) of this information, storage takes place for 5 years after the accomplishment.

## **RIGHTS OF THE PARTY CONCERNED**

Pursuant to art. 7, 15-22 and 77 of EU Regulation 2016/679 the party concerned has the right to:

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

To exercise these rights, described above, please contact the designated figures using the contacts listed in this statement; a suitable response will be provided to this request according to the timing established by the GDPR.

This information was written on 16 December 2024