

Policy governing the processing of personal data (Articles 13 & 14 of Regulation EU 2016/679)

	DATA CONTROLLER			DATA PROTECTION OFFICER	
The data controller is Provincia di Lecco, which can be contacted at the following references: Telephone: 0341/295450 PEC address: provincia.lecco@lc.legalmail.camcom.it			It is also possible to contact the Data Protection Officer at the following e-mail address: dpo@provincia.lecco.it		
	PURPOSE OF THE PROCESSING AND PROVISION OF PERSONAL DATA			LEGISLATION	
The purpose of data processing is 1. Management of museum video surveillance for the protection of cultural, architectural and botanical heritage 2. Managing the filming and publication of images on social media 3. Management of requests for the use of spaces at Villa Monastero 4. Provision of the Museum's wi-fi service 5. Carrying out all administrative and accounting activities connected with the service for the use of the Villa Monastero spaces 6. Data collection to manage and execute requests sent by the interested party 7. Managing the booking and provision of the service 8. Management of payments and possible debt collection 9. Management of support requests for fragile subjects 10. Ticket purchase 11. Managing complaints and reports 12. Handling information requests and user assistance 13. Survey of user satisfaction, using questionnaires, with respect to the services provided The provision of data is optional in regard to processing subject to consent, while for all others the provision of data is mandatory.			Implementation of a task carried out in the public interest or in the exercise of official authority vested in the controller. Purposes: 1 – 13		Reg. 2016/679 - art. 6 par 1 lett e
			Fulfilment of a legal obligation to which the data controller is subject. Finalità: 5		Reg. 2016/679 - art. 6 par 1 lett c
			Implementation of a contract to which the data subject is party. Finalità: 3 – 4 – 6 – 7 – 8 – 9 – 10 – 11 - 12		Reg. 2016/679 - art. 6 par 1 lett b
			Implementation of activities in the relevant public interest Finalità: 9		Reg. 2016/679 - art. 9 par 2 lett g
			Consent of the interested party Finalità: 2		Reg. 2016/679 – art.6 par.1 lett.a
	INTERESTED PARTY			CATEGORIES OF DATA RECIPIENTS	
The subjects to whom the data processed by the organisation refer may be: • Italian and foreign citizens • All subjects who contact the organisation for the exercise of the purposes described.		The data may be communicated to the following categories of recipients: - Public and private entities for activities instrumental to the specific purposes pursued, which the Controller will use as data processors. - Private entities that participate in the proceedings instituted by the Controller in the performance of its institutional activities. - Public entities that work with the Controller as joint data controllers for the pursuit of jointly defined purposes. - Public entities to which the Controller is required to communicate data in order to comply with legal obligations.			
	TYPES AND ORIGIN OF PROCESSED DATA				AUTHORIZED PERSONS OR PERSONS RESPONSIBLE FOR PROCESSING
These are the data and information necessary for the fulfilment of the above-mentioned purposes, including data belonging to special categories. The data may be collected from the data subject or acquired from third parties.				The data will be processed by specially authorized personnel of the entity and/or by external parties designated by the Data Controller in writing as Data Processors, for activities instrumental to the pursuit of the entity's purposes.	
	TRANSFER OF PERSONAL DATA TO COUNTRIES OUTSIDE THE EU				DATA RETENTION PERIOD
			PROFILING		
The transfer of data to countries outside the EU is not generally envisaged. Should it become necessary to transfer data to countries outside the EU, the Data Controller ensures that such transfer will take place in compliance with the applicable legal provisions by concluding, if necessary, agreements that guarantee an adequate level of protection and/or by adopting the standard contractual clauses provided for by the European Union.				The data will be kept for the time necessary to pursue the stated purposes, taking into account the legal obligations the Data Controller must comply with in the performance of its institutional functions.	
The Controller does not adopt automated decision-making processes, including profiling, as referred to in Article 22(1) and (4) of EU Regulation No. 679/2016.					



DATA SUBJECT’S RIGHTS

The data subject may, at any time and where possible, in the cases provided for by law, assert his or her rights, in particular with reference to the right of access to his or her personal data, the right to have it corrected, updated and deleted, as well as with reference to the right to data portability and the right to restriction and opposition to processing. These rights may be exercised by contacting the Data Controller or the Data Protection Officer at the references indicated above.

The data subject has the right to lodge a complaint with the competent supervisory authority in the Member State where he/she normally resides or works, or in the State where the alleged breach occurred.

Where data processing is carried out with the data subject's consent, the data subject has the right to withdraw his or her consent at any time without prejudice to the lawfulness of the processing based on the consent given before the withdrawal.

The contact details of the national data protection authority can be found at <https://www.garanteprivacy.it/>.

FOR MORE SPECIFIC AND DETAILED INFORMATION ON THE DATA PROCESSING CARRIED OUT, PLEASE CONTACT THE DATA CONTROLLER AT THE ABOVE-MENTIONED REFERENCES.