

**INFORMATION ABOUT PROCESSING OF PERSONAL DATA  
of Clients of the Fondazione**

**Museo delle Antichità Egizie di Torino**

**pursuant to article**

**13 of Regulations (EU) 2016/679**

This information is provided to natural persons who are clients or who work on behalf of the clients of the Fondazione Museo delle Antichità Egizie di Torino (hereafter FME).

For the purposes pursuant to EU Regulations 2016/679 and under the national legislation on the protection of personal data, you are informed that the processing of your personal data will be performed in such a way as to guarantee adequate security and protection of the same, through appropriate technical and organizational measures, against loss, destruction, damage, or unlawful treatment and will be based on principles of correctness, lawfulness, transparency and protection of your privacy and rights.

**1. What data is processed?**

Personal data, the object of the treatment, is the identificatory, administrative, accounting and tax data, contact data, bank data, data relating to services offered and payments received, directly related to the client or, in the case of essentially identificatory and contact data, to interested parties such as collaborators, employees, contact persons, etc., and communicated by them in execution and performance of relations with the data controller, data spontaneously provided contained in email communications or contact requests through the website.

**2. Data Controller**

The data controller is the Fondazione Museo delle Antichità Egizie di Torino (hereinafter FME) with headquarters in Turin, Via Accademia delle Scienze no. 6, IT-10123 (certified email: fme.torino@pec.museoegizio.it , switchboard +39 011.561.7776)

**Data protection officer:**

The Data Protection Officer (DPO) can be reached at the following address: Fondazione Museo delle Antichità Egizie di Torino: Via Accademia delle Scienze n. 6, IT-10123, Torino (TO) email: dpo@museoegizio.it.

**3. What is the purpose of processing your data?**

Your data will be processed lawfully within the limits of whatever is necessary for the following purposes:

- a) Fulfilling pre-contractual, contractual and related obligations, such as preparation of estimates, invoicing, delivery of goods and services, credit management;
- b) Composing the electronic invoice and transmission to the SDI
- c) Performing accounting, administrative and banking obligations, also for the purpose of obtaining loans and debt collection;
- d) Fulfilling the obligations established by laws, regulations, community legislation or by an order of the Authority, including the fulfillment of tax obligations;
- e) With your consent, for sending you commercial and/or promotional communications relating to products and services offered, and invitations for commercial events by ordinary mail, email, fax, telephone calls or SMS
- f) Allowing the Data Controller to assert or defend its rights in judicial and extrajudicial proceedings

**4. How your data is processed**

The processing of data for the above purposes will take place on paper, automated or electronic form and its transmission will take place by ordinary mail or email, telephone, SMS or fax.

**5. What is the legal basis for the processing of your data**

Your data will be processed lawfully on the basis of the following legal bases:

- for the points listed in paragraph 3, letter a): pre-contractual and contractual obligations;
- for the points listed in paragraph 3, letters b) and d): compliance with legal obligations;
- for the points listed in paragraph 3, letter c): legitimate interest of the Data Controller in keeping accounts up to date and obtaining liquidity;

- for the points listed in paragraph 3, letter e) your express consent;
- for the points listed in paragraph 3) letter f): legitimate interest of the Data Controller to act or defend itself in judicial and extrajudicial proceedings

## **6. Consequences of failure to communicate personal data**

With regard to all personal data relating to the performance of the contract to which you are a party or relating to the fulfillment of a regulatory obligation (for example the obligations related to the keeping of accounting and tax records), the failure to communicate personal data will prevent completion of the contractual relationship itself.

#### **7. Who are the recipients of your personal data?**

Your personal data will be processed within the company structure for the purposes indicated above, by authorized processing personnel, and may also be disclosed to external parties operating on behalf of the Data Controller who perform, on its behalf, some technical and organizational activities, such as suppliers of administrative, banking, accounting and tax or IT services, e-mail managers, etc. These subjects, in the cases envisioned by the European Regulations, will be appointed by the Data Controller as Data Processors pursuant to Art. 28 of the GDPR.

However, this is without prejudice to all cases in which the communication of data is required by law, such as the transmission of an electronic invoice to the Tax Agency.

Your data will not be transferred to a recipient in a third country or to an international organization outside the European Union (EU) or the European Economic Area (EEA), but the Data Controller reserves the right to use cloud services managed on servers located in a third country for data processing, in which case the service providers will be selected in order to provide adequate guarantees regarding data protection.

#### **8. Period of storage of data**

The data processed by the Data Controller will be stored for no longer than necessary to fulfill the purposes for which it is processed, according to criteria based on compliance with the regulations in force and the correctness and balance between the legitimate interest of the Data Controller and the rights and freedoms of the interested party. Consequently:

- the data you provide in relation to simple commercial contacts and requests for quotes will be kept only for the period of validity of the quote provided and in any case no longer than six months.
- with reference to the data relating to the management of the contract, those contained in tax documents, data relating to the accounting and tax management and data relating to the legal management of collections, the storage period is 10 years. Your data will be deleted; therefore the right of access, cancellation, rectification and the right to portability can no longer be exercised.
- The above is without prejudice to cases in which the rights deriving from the contract are to be maintained in judicial and extrajudicial proceedings, in which case the personal data of the interested party, exclusively that necessary for such purposes, will be processed for the time necessary to their attainment.

#### **9. Rights of the interested party**

The Privacy Regulations grant you the exercise of specific rights, where applicable, including those to ask the Data Controllers:

- to give you access to your personal data (right of access)
- to correct inaccurate personal data or complete incomplete data (right of rectification)
- to cancel personal data processed within the limits of the provisions of the regulations and current laws (right to be forgotten)
- to limit the processing of data in the cases provided for by the regulations (right to limitation)
- to receive personal data in a structured format, commonly used and readable by an automatic device and to transmit it to another data controller (right to portability)

You also have the right to object to processing for marketing and profiling purposes (right of opposition) and the right to withdraw the consent given at any time and with the same ease with which it was granted. The withdrawal of consent does not affect the lawfulness of the processing based on consent before its withdrawal.

You are also informed that there are no automated decision-making processes affecting your data, including profiling. An application to the FME can be presented by contacting the Data Protection Officer at the FME (Fondazione Museo delle Antichità Egizie di Torino: Via Accademia delle Scienze no. 6, IT-10123, Torino (TO) email: [privacy@museoegizio.it](mailto:privacy@museoegizio.it)).

#### **10 Right to file a complaint**

Interested parties who believe that the processing of personal data referring to them carried out through this site is in violation of the provisions of the Regulations have the right to lodge a complaint with the supervisory authority, as required by Art. 77 of the Regulations itself, or to take appropriate legal action (Article 79 of the Regulations).