

**Dear participants,**

**the personal data required for participation in the webinar will be processed exclusively for the purposes related to the management, organization and conduct of the webinar, as well as for the fulfilment of the institutional purposes of the Institute specified in this statement.**

**Participation in the webinar will take place anonymously with regard to other participants and event speakers.**

**The video and audio recording of the webinar may be published on the social channels and on the Indire website.**

**To participate in the webinar, it is necessary to provide consent for the processing of personal data.**

## **INFORMATION STATEMENT**

*Pursuant to Article 13 of EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data (hereinafter, “**Regulation**” or “**GDPR**”)*

The processing of personal data shall be based on principles of correctness, lawfulness and transparency and protection of the privacy and rights of the interested parties.

### **1. Data Controller and Data Protection Officer**

The **Data Controller** is **INDIRE**, the National Institute of Documentation, Innovation and Educational Research, based in Via Michelangelo Buonarroti 10, 50122, Florence, Italy, fax +39 055 2380395, Certified Email [indire@pec.it](mailto:indire@pec.it).

#### **Data Protection Officer, (thereafter “DPO”)**

Pursuant to Article 37 of the Regulations, the Data Controller has appointed its own DPO, domiciled for the office at the registered office of INDIRE, who can be contacted at the email address: [dpo@indire.it](mailto:dpo@indire.it)

### **2. Purpose and legal basis of the processing of personal data**

Personal data will be processed for the following purposes:

- a) for the participations’ registration for the webinar and for the issuing of attendance certificates;
- b) for the fulfilment of the institutional purposes of the National Institute of Documentation, Innovation and Educational Research (“INDIRE”), and in particular for statistical, scientific, educational and didactic research purposes, also carried out through the recording and publication of events on the websites and social channels of INDIRE;

## **INDIRE**

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- c) for the fulfilment of the purposes of INDIRE in advertising, communicating and disseminating its activities, through publication of content on the Institute's social network channels.

### **3. Legal basis**

The legal basis for the processing of data pursuant to art. 6 of EU Regulation no. 2016/679 consists in a manifestation of the specific consent of the interested party, or of the person exercising parental authority, or in the performance of a task of public interest.

### **4. Processing Procedures**

Data are mainly processed with automated IT procedures on servers located at the INDIRE offices, or by archiving in the SPC CLOUD system with data centres in Italy. The data may also be processed in non-electronic mode, with the aid of manual tools.

**No automated processing or profiling of the personal data provided is performed.**

### **5. Data retention period**

The data will only be kept for the time necessary to achieve the purposes for which they were collected. The data retention period cannot be less than the duration of the project indicated above. This period is determined in such a way as to guarantee the correct storage of data on paper or computer files for the number of years defined by the EU and national regulations in force on the conservation of administrative and accounting documentation.

Certain data, limited to archiving purposes in the public interest or for scientific/educational research, with the guarantees contemplated by the Law, may be kept beyond the period necessary to fulfil other purposes than those for which they were collected or processed.

### **6. Conferment of data and consequences of any refusal**

The provision of personal data is optional; however, it should be noted that partial, inexact or non-conferment of such data will make it impossible for the interested party to participate in the initiative or educational activity relating to the project mentioned above, and will not allow the issuing of any attendance certificates.

### **7. Communication and dissemination of personal data**

The data may be processed and/or communicated to the INDIRE staff in charge of technical support for the digital platform, to researchers and authorized associates, who in turn are required to respect confidentiality and privacy.

The images and videos released may be published and disseminated – also on the internet or on social networks – for educational and/or illustrative purposes, within the limits and for the areas described in this disclaimer and using the processing methods described above. The data provided could be shared with public third parties (Public Research Bodies, Universities, other Public Authorities), again for

research purposes and within the institutional purposes of the Data Controller.

The data may also be entrusted to third-party companies operating in the ICT sector appointed in turn as Data Processors.

An up-to-date list of Data Processors is available from the Data Controller upon request.

INDIRE uses the “YouTube” video portal.

For information on how YouTube uses the data collected when its platform is visited, please refer to the specific privacy policy published at the following link: <https://policies.google.com/privacy?en-gb>.

**On the part of INDIRE, no transfers of processed personal data to non-EU countries are envisaged.**

## **8. Web meeting and streaming services.**

For information on the “eMinerva” platform used to realize the webinar, also through interaction with social networks and external platforms, please refer to the specific privacy policy published by the service provider on the web page <https://www.cst-ciccarelli.it/privacy-policy/>

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

At any time, the interested party may exercise, where applicable, his/her rights towards the Data Controller pursuant to Articles 15-22 of EU Regulation 2016/679, in other words, the right to:

- access personal data;
- have data rectified when incorrectly transcribed;
- have his/her data updated and/or supplemented when they have changed;
- ask the holder to transform them into an anonymous form or to block them;
- ask the holder for cancellation or “to be forgotten”, as appropriate;
- ask the owner to limit the processing because, for example, some data are superfluous to the purposes to be carried out;
- ask the owner for “portability” in the sense of transferring his/her data to another owner without any additional charges or expenses to be borne by the interested party;
- oppose the processing for legitimate reasons;
- withdraw consent at any time without affecting the lawfulness of the processing based on consent given prior to the withdrawal;

Finally, as an interested party, the data subject has the specific right to lodge a complaint with the Italian Data-protection Supervisor, based in Rome, at Piazza Venezia no. 11.