

**INFORMATION ON THE PROCESSING OF PERSONAL DATA of the Suppliers of the
Fondazione Museo delle Antichità Egizie of Turin in accordance with article 13 of
Regulation (UE) 2016/679**

1 WHY WE PROVIDE THIS INFORMATION

This information notice is given to physical persons as potential suppliers or vendors, and physical persons acting on behalf of suppliers of the Fondazione Museo delle Antichità Egizie di Torino.

For the purposes of EU Regulation 2016/679 and the national data protection legislation, we inform you that your personal data is processed in such a way as to guarantee adequate security and protection, by means of appropriate technical and organisational measures, against loss, destruction, damage, or unlawful processing and is based on the principles of fairness, lawfulness, transparency and protection of your privacy and rights.

2 DATA CONTROLLER

The Data Controller is the Fondazione Museo delle Antichità Egizie di Torino (hereinafter FME) based in Turin, Via Accademia delle Scienze n. 6, IT-10123 (email PEC: fme.torino@pec.museoegizio.it , switchboard +39 011.561.7776)

3 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 .

4 PURPOSE OF DATA PROCESSING

Your data will be processed by the Data Controller in a lawful manner to the extent that it is necessary for the following purposes:

- a) Instrumental and functional compliance with the performance of the pre-contractual and/or contractual relationship, which takes the form of finding new partners, evaluating quotations, managing orders, procuring goods or providing services, including professional services;
- b) Carrying out accounting, administrative and banking tasks;
- c) Fulfilment of obligations required by law, by a regulation, by safety regulations, Community legislation or by an order of the authorities, including the complying with tax obligations;
- d) Enabling the Data Controller to assert or defend their rights in and out of court

It remains the responsibility of the supplying entity to make this information accessible to interested parties, its collaborators, employees, contacts, etc.

5 LEGAL BASIS FOR PROCESSING

- for the points listed in paragraph 4 a): pre-contractual and contractual fulfilments
- for the points listed in paragraph 4 b): the legitimate interest of the Data Controller in keeping up-to-date accounts
- for the points listed in paragraph 4 c): compliance with legal obligations
- for the points listed in paragraph 4 d): the legitimate interest of the Data Controller in acting or defending themselves in and out of court

6 METHODS OF DATA PROCESSING

The processing of data for the above-mentioned purposes is carried out by means of paper hard copy, automated or electronic methods, and transmission is by ordinary mail or email, telephone, text message, fax.

7 TYPES OF DATA PROCESSED

The personal data, the object of the processing, are identification, administrative, accounting and tax data, contact data, bank data, data relating to goods and services offered and/or supplied and payments made, directly referring to the supplier or, for essentially identification and contact data, to interested parties such as collaborators, employees, contact persons, etc., and communicated by them in the execution and development of relations with the owner.

With reference to identification and contact data, the data processed may be those of the supplier or those referring to the supplier's representatives, collaborators, employees, contact persons, communicated to the Data Controller in the execution and performance of contractual relationships.

8 DATA RETENTION PERIOD

The data processed by the Data Controller will be kept for a period not exceeding the achievement of the purposes for which they are processed, according to criteria based on compliance with the rules in force and on fairness and a balance between the legitimate interests of the holder and the rights and freedoms of the person concerned. Consequently:

- The data provided by you in relation to estimates received will be retained only for the period of validity of any estimate provided and in any case for no longer than six months;
- With reference to data relating to contract management, data contained in tax documents, and data relating to accounting and tax management and data relating to the legal management of payments, the retention period is 10 years.
- The data identifying the supplier, or those referring to collaborators, employees and contact persons of the supplier that are collected for security

purposes for the allocation of the access pass are retained for one year after the end of the service.

At the end of the above-mentioned periods, your data will be deleted; therefore, the right of access, deletion, rectification and the right to portability can no longer be exercised.

This is without prejudice to cases in which rights arising from the contract are to be asserted out of court and/or in court, in which case the personal data of the Data Subject, only those necessary for such purposes, will be processed for the time necessary for their pursuit.

9 RECIPIENTS OF THE DATA

Your personal data is processed within the company structure for the above-mentioned purposes, by authorised data processors, appointed and duly trained in accordance with the regulations. The data may also be communicated to external parties operating on behalf of the Data Controller who carry out certain technical and organisational activities on their behalf, such as suppliers of administrative, banking, accounting and tax or IT services, e-mail operators, etc. These subjects, in the cases provided for by the European Regulation, will be appointed by the Data Controller as Data Processors pursuant to Article 28 of the GDPR.

The Data Controller may also need to disclose supplier data to its customers and/or partners who request it in order to carry out evaluations regarding the assignment of a work order to the Data Controller. Where possible, your data will be subject to pseudonymisation.

This is without prejudice, however, to all cases in which the disclosure of data is required by law.

10 RIGHTS OF INTERESTED PARTIES

The Privacy Regulation confers on you the exercise of specific rights, where applicable, including the right to request the Data Controller:

- Access to your personal data (right of access)
- The rectification of inaccurate personal data or the integration of incomplete data (right of rectification)
- The deletion of personal data processed within the limits provided for by the regulation and the laws in force (right to be forgotten)
- The restriction of processing in the cases provided for by the regulation (right to restriction)
- To receive personal data in a structured, commonly used and machine-readable format and to transmit them to another data controller (right to portability)

The appropriate application to the FME is made by contacting the Data Protection Officer at the FME (Fondazione Museo delle Antichità Egizie di Torino: Via Accademia delle Scienze n. 6, IT-10123, Turin (To) email: privacy@museoegizio.it).

11 RIGHT TO COMPLAIN

Data subjects who consider that the processing of personal data relating to them carried out through this site is in breach of the provisions of the Regulation have the right to lodge a complaint with the supervisory authority, as provided for in Article 77 of the Regulation, or to take legal action (Article 79 of the Regulation).