

INFORMATION ABOUT PROCESSING OF PERSONAL DATA
of the Suppliers of the
Fondazione Museo delle Antichità Egizie di Torino
pursuant to
article 13 of Regulations (EU) 2016/679

1. WHY THIS INFORMATION?

This information is provided to natural persons who are suppliers or potential suppliers, and to natural persons who work on behalf of the suppliers of the Fondazione Museo delle Antichità Egizie di Torino.

For the purposes pursuant to EU Regulations 2016/679 and under national legislation concerning the protection of personal data, you are informed that the processing of your personal data is carried out 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 illicit treatment and is based on principles of correctness, lawfulness, transparency and protection of your privacy and your rights.

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 (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 no. 6, IT-10123, Torino (To) email: dpo@museoegizio.it

4. PURPOSE OF THE TREATMENT

Your data is processed by the controller in a lawful manner within the limits of what is necessary for the following purposes:

- a) To fulfill instrumental and functional obligations to perform the pre-contractual and/or contractual relationship, which entails finding new partners, assessing estimates, managing orders, procuring goods or providing services, including professional ones;
- b) To fulfill accounting, administrative and banking obligations;
- c) To fulfill the obligations established by law, by a regulations, by community legislation or by an order of the Authority, including the fulfillment of tax obligations;
- d) To allow the Data Controller to support or defend its rights in judicial and extrajudicial proceedings

It remains the responsibility of the supplier to make the present information accessible to the relevant parties, its collaborators, employees, contacts, etc.

5. LEGAL BASIS OF THE PROCESSING

- a) for the points listed in paragraph 4, letter a): pre-contractual and contractual obligations
- b) for the points listed in paragraph 4, letter b): legitimate interest of the Data Controller in keeping accounts up to date
- c) for the points listed in paragraph 4, letter c): fulfillment of legal obligations
- d) for the points listed in paragraph 4, letter d): legitimate interest of the Data Controller to act or defend itself in judicial and extrajudicial proceedings

6. MODE OF DATA PROCESSING

The processing of data for the above purposes is performed using paper, automated or electronic methods and it is transmitted by ordinary mail or email, telephone, SMS, fax.

7. TYPES OF DATA PROCESSED

The personal data processed is identificatory, administrative, accounting and fiscal data, contact data, bank data, data

relating to goods and services offered and/or supplied and to payments made, directly concerning the supplier or, for essentially identificatory data and contact details, concerning interested parties such as collaborators, employees, contact persons, etc., and communicated by them in the performance and fulfillment of relations with the data controller.

In the case of identificatory and contact data, the data processed may be that of the supplier or relating to representatives, collaborators, employees, contact persons of the same, communicated to the Data Controller in fulfillment and performance of contractual relationships.

8. PERIOD OF STORAGE OF PERSONAL DATA

The data processed by the Data Controller will be kept for a time not exceeding the fulfillment of the purposes for which it is processed, in keeping with criteria based on compliance with the regulations in force and the correctness and balance between the legitimate interest of the controller and the rights and freedoms of the interested party. Consequently:

- the data you provide in relation to quotes received will be kept only for the period of validity of the estimate provided and in any case no longer than six months;
- with reference to the data relating to the management of the contract, that contained in tax documents, and data relating to accounting and tax management and data relating to the legal management of payments, the storage period is 10 years.

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

This 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. RECIPIENTS OF THE DATA

Your personal data is processed within the structure of the company for the purposes indicated above, by authorized personnel, identified and duly instructed in accordance with the provisions of the law. It may also be disclosed to external parties acting 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, email 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.

The Data Controller may also need to communicate the supplier's data to its clients and/or partners who request it in order to make assessments to assign an order for work to the Controller. Where possible, your data will be subject to pseudonymization.

The above is without prejudice to all cases in which the communication of data is required by law.

10. RIGHTS OF THE INTERESTED PARTIES

The Privacy Regulation grants you the exercise of specific rights, where exercisable, including asking the Data Controller to:

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

A specific 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).

11. RIGHT OF COMPLAINT

Interested parties who believe that the processing of personal data referring to them performed 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 judicial action (Article 79 of the Regulations).