

INFORMATION PROVIDED PURSUANT TO ARTICLES. 13 AND 14 OF THE EUROPEAN REGULATION 679/2016 (GDPR)

Pursuant to article 12 of European Regulation 679/2016 (hereinafter GDPR or Regulation), the Data Controller adopts appropriate measures to provide the interested party with all the information referred to in articles 13 and 14 (information content) and the communications referred to in articles 15 to 21 (rights of the interested party) and article 34 relating to the processing in a concise, transparent and easily accessible form, with simple and clear language.

Pursuant to the Regulation and Legislative Decree 196/2003 (hereinafter also the Privacy Code), as last amended by Legislative Decree 101/2018, the following information is provided.

DATA CONTROLLER

The Data Controller is the Municipality of Ravenna, with headquarters in Piazza del Popolo 1-48121 Ravenna, in the person of the Mayor, who can be contacted at the email address comune.ravenna@legalmail.it.

DATA PROTECTION OFFICER (RPD/DPO OR DATA PROTECTION OFFICER) AND DATA CONTACT

The DPO (Data Protection Officer) is identified in the figure of Lepida S.p.a., with headquarters in Bologna in via della Liberazione 15, contactable at the email address segreteria@pec.lepida.it.

MODALITIES, PURPOSES AND LEGAL BASIS OF THE PROCESSING

The personal data acquired will be processed, by computer and/or paper-based means, in accordance with the principles established by current legislation (in particular, Art. 5 of the GDPR: principles of lawfulness, fairness, transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity and confidentiality, empowerment) in a manner suitable to ensure the confidentiality and security of the data. The processing of data belonging to special categories, as defined by Article 9 of the GDPR, will take place in accordance with the provisions of the law and for the purposes of relevant public interest pursued by the Municipality in compliance with the provisions of Article 9 of the GDPR and Article 2-sexies of Legislative Decree 196/2003, as amended by Legislative Decree 101/2018 and DM 305/2006.

The processing of the data conferred with this application is aimed exclusively at the development of the administrative procedure for:

- the provision of information and advice on the regulations and procedures governing the entry, circulation, stay and access to the recognized rights of foreign and Union citizens;
- administrative assistance in the instruction of petitions and practices concerning the entry and residence of foreign citizens, reunification, family cohesion, issuance, renewal and conversion of residence permits, including long-stay permits, and applications for the granting of Italian citizenship;
- administrative assistance to foreign and Union citizens for digital access to public administration services (Ministry of the Interior Services Portal/*Portale Servizi Ministero dell'Interno*, Immigration Portal Easy booking/*Portale Immigrazione Prenotafacile* , etc.);
- administrative assistance to foreign citizens in a difficult condition, for the purpose of issuing residence permits in cases of inextricability under current legislation (special protection, medical treatment, etc.);
- mediation in dealings with agencies and services;

- information orientation and possible entry into shelter projects for victims of forced migration (System for Reception and Integration Beyond the Road, Common Ground);
- information and guidance for the issuance of certification of housing suitability for the purpose of family reunification or the issuance of an EU long-term resident permit;
- the information and administrative assistance to new-Italian citizens for the purpose of passport application;
- the information and administrative assistance in the procedure of Assisted Voluntary Return (RVA).
- The development of internal quantitative statistics;
- Information regarding communications, initiatives, events promoted by or in collaboration with the Casa delle Culture intercultural center;•
- Information and administrative assistance for school enrollment at all levels, school lunch registration, application for school textbook/scholarship contribution, application for school transportation subscriptions;
- assistance in the procedure for acquiring Spid as expected by:
 - European Regulation 679/2016 (**GDPR**)
 - Legislative Decree 196/2003 and subsequent amendments. (**Privacy Code**)

Therefore, pursuant to art. 6, paragraph 1, paragraph e) of the Regulation, the processing is necessary for the execution of a task of public interest or connected to the exercise of public powers vested in the Municipality of Ravenna in light of a legal basis that has the requirements provided for by par. 3 of the aforementioned article and does not require the consent of the interested party.

Therefore, the "legal basis provided for in Article 6, paragraph 3, letter b, of the Regulation is constituted by a law or regulation or by general administrative acts" and that the processing of personal data by the public administration (including independent authorities) «is also permitted if necessary for the fulfillment of a task carried out in the public interest or for the exercise of public powers attributed to them», but always «in compliance with Article 6 of the [European] Regulation », in «so as to ensure that this exercise cannot cause an effective and concrete prejudice to the protection of the rights and freedoms of the interested parties» (art. 2-ter, paragraphs 1 and 1-bis, of the Code, as amended by art. 9, paragraph 1, letter a, nos. 1 and 2, of Legislative Decree no. 139 of 8/10/2021, converted with amendments by Law no. 205 of 3/12/2021).

The personal data provided may be further processed, in compliance with the provisions of the art. 5, par. 1, letter. b) of the Regulation, for historical and scientific research purposes or for statistical purposes.

METHODS OF PROCESSING

The personal data acquired will be processed at the offices of the Municipality of Ravenna or, should it be necessary, at the subjects indicated in the paragraph "Communication and dissemination of data," with computer and/or paper instruments, in accordance with the principles established by the regulations in force (in particular Article 5 of the GDPR: principles of lawfulness, correctness, transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity and confidentiality, accountability) and in a manner suitable to ensure the confidentiality and security of the data.

OPTIONALITY OF PROVIDING DATA

The provision of the requested data is not obligatory, however, refusal to provide all or part of this data may result in the failure to complete the administrative support related to the above purposes.

CATEGORIES OF DATA PROCESSED

To achieve the above purposes, the following categories of data will be processed: personal data of the data subjects (including but not limited to: personal data, telephone numbers and e-mail addresses),

Pursuant to articles 9 and 10 of the G.D.P.R. 2016/679, you could provide our organization with data that can be classified as "special categories of personal data" and that is data that reveal "racial or ethnic origin, political opinions, religious or philosophical convictions, or trade union membership, as well as genetic data, biometric data intended to uniquely identify a natural person, data relating to the health or sexual life or sexual orientation of the person" these categories of data may be processed only with prior and explicit consent, expressed in written form in attached to this information.

COMMUNICATION AND DISSEMINATION OF DATA

Personal data may be communicated, should it be necessary and within the prescribed limits, to:

- collaborators, employees, suppliers and consultants of the Municipality of Ravenna, within the scope of their duties and/or any contractual obligations, appropriately appointed in accordance with the Regulations and the Privacy Code as Data Processors or Authorized Persons;
- subjects whose right of access to the data is recognized by provisions of law, secondary legislation, Community.

Personal data, other than those included in the special categories referred to in Article 9 of the Regulations, may be communicated in whole or in part, if necessary, to other offices of the Municipality of Ravenna and to other public and/or private entities if provided for under Article 2-ter, paragraphs 2 and 3, of the Privacy Code and ss.mm.ii.

Personal data belonging to the category of special data, as defined by art. 9 of the Regulation, as well as the data referred to in art. 10 of the same, may be communicated, pursuant to art. 96 of the Privacy Code and Ministerial Decree 305/2006, to other public and private entities to the extent strictly necessary to carry out institutional activities required by current legal and regulatory provisions.

TRANSFER OF PERSONAL DATA ABROAD

The Data Controller carries out data transfer outside the European Union if it is strictly necessary for the performance of the public service or public interest.

DATA RETENTION

The data provided will be stored for a period of time not exceeding the achievement of the purposes, as described above. Thereafter, the data will be deleted in a manner that ensures its permanent elimination, unless otherwise provided by law.

RIGHTS OF THE INTERESTED PARTY

The Data Subject may, under the conditions provided for in the Regulations, exercise where applicable the rights enshrined in Articles 15 to 21 of the Regulations.

In particular, the Data Subject is guaranteed the exercise of the following rights: right of access, right to rectification, right to cancellation, right to restriction of processing and right of objection.

To this end, it should be noted that the Immigration Policy Service is in no way responsible for the outcome of proceedings that are in the hands of other Public Administrations.

The activity provided to the interested party is free of charge pursuant to article 12 of the Regulation.

Requests relating to the exercise of the aforementioned rights must be addressed to the Data Controller at the following certified email address: **segreteria@pec.lepida.it**.

It is specified that the Data Controller, also through the designated structures, will take charge of the request and provide without unjustified delay - and in any case, at the latest, within one month of receipt of the same - the information relating to the action taken regarding the request. This deadline may be extended by two months if necessary, taking into account the complexity and number of requests.

COMPLAINT TO THE AUTHORITY

The Interested Party who believes that the processing of personal data carried out by the Municipality of Ravenna, as Data Controller, occurs in violation of the provisions of the Regulations has the right to lodge a complaint with the Guarantor Authority for the Protection of Personal Data, as provided for in Article 77 of the Regulations (Piazza di Montecitorio n. 121, 00186, Rome), or to take appropriate legal action (Article 79 of the Regulations).

For acknowledgment

The undersigned _____
pursuant to and for the purposes of the art. 7 and following of Regulation (EU) 2016/679, by signing this form

- AGREE
- DO NOT AGREE

to the processing of personal data according to the methods and within the limits set out in the attached information including those considered as special categories of data.

Place and date

Signature of the declarant

(in full and readable)

The undersigned _____
by signing this form

- AGREE
- DO NOT AGREE

to the transfer of data outside the European Union, informed of the possible risks of such transfers due to the lack of an adequacy decision and adequate guarantees (art. 49 of EU Regulation 2016/679)

Place and date

Signature of the declarant

(in full and readable)