

INFORMATION ON THE PROCESSING OF PERSONAL DATA

OF THE USERS REQUIRING TO WITHDRAW LODGED DOCUMENTS AT THE MUNICIPAL HOUSE

(PURSUANT TO ARTICLE 13 OF THE EU REGULATION 679/2016)

Dear citizen, pursuant to the Regulation (EU) 679/2016 – General Data Protection Regulation, we inform you about the processing of your personal data and on the related safeguards; your personal data will be processed lawfully, fairly and in a transparent manner, collected for specified explicit and legitimate purposes in order to safeguard your rights and freedoms.

Data Controller

The data controller is Comune di Padova, in the person of the Mayor, located in Via del Municipio 1, 35122 Padova. The data controller can be contacted via at e-mail risorseumane@comune.padova.it or via at pec protocollo.generale@pec.comune.padova.it.

Data Protection Officer

The data protection officer is IPSLab srl, located in Contrà Porti 16, 36100 Vicenza. The data protection officer can be contacted via e-mail at info@ipslab.it or via pec at pec@pec.ipslab.it.

Purpose and legal basis of the processing

The data controller processes your personal data to perform tasks carried out in the public interest or in the exercise of official authority pursuant to point e) subparagraph 1 of the article 6 of GDPR, in particular for the purpose of the administrative and legal activity and in relation to the withdraw of lodged documents at the Municipal House.

Territorial scope and methods of processing

The personal data, freely given, are processed exclusively in the national territory by informed, instructed and authorized data controller's staff under the principles of accuracy, lawfulness, fairness, transparency, purpose limitation and data minimisation.

The data controller reserves to the data subject all the technical and organisational measures to ensure an appropriate level of security and protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

The processing is not carried out by automated means or automated individual decision-making, including profiling.

Mandatory nature of data provision

The provision of the data is mandatory and the refusal will not allow the withdraw of lodged documents.

Data recipients

The personal data collected will be processed by internal authorized staff, and eventually by supervisory bodies, judicial authorities, as well as by all other subjects to whom communication is mandatory by law.

Categories of personal data

The personal data processed are exclusively those given filling the form (identification data as name, lastname, date and place of birth).

Transfer of personal data to a third country

The data will not be processed in a third country.

Personal data retention period

Personal data will be stored in accordance with the law in force, the Record management policy Handbook and the Preservation management policy Handbook adopted by Comune di Padova.

Data subjects' rights

Data subjects have the right to access to their personal data, to ask for rectification and to have incomplete personal data complete by submitting a request to the data controller. Data subjects, furthermore, have the right to lodge a complaint with the Garante per la protezione dei dati personali pursuant to article 77 of the Regulation.