

**INFORMATION ON THE PROTECTION OF NATURAL PERSONS WITH REGARD TO THE
PROCESSING OF PERSONAL DATA**
EU Regulation 2016/679, Article 13

1. This notice, pursuant to EU Regulation 2016/679 (GDPR), sets out the methods by which personal data are processed. In compliance with the aforementioned regulation and the related rights and obligations, we inform you as follows:
Data Controller – The Data Controller is MAECI (Tax Code 80213330584), in the person of its legal representative pro tempore, which, in this specific case, operates through the contracting authority as identified in the tender documents:
email: urp@esteri.it; PEC: ministero.affariesteri@cert.esteri.it
2. **Data Protection Officer (DPO)** – The Data Protection Officer can be contacted at the following address:
email: rpd@esteri.it; PEC: rpd@cert.esteri.it
3. **Purpose of Processing** – Personal data are processed and collected for the following purposes:
A. administrative and accounting purposes related to the assessment of the data subject's pre-contractual request (such as registration in the suppliers' register), the evaluation of the assignment, and its possible execution.
B. compliance with legal obligations (such as anti-money laundering checks, tax communications), regulations and/or EU rules, as well as provisions issued by supervisory and control authorities or other authorized bodies.
4. **Legal Basis for Processing** – For the purposes indicated under letter A), processing is necessary for the performance of a contract to which the data subject is a party or for the implementation of pre-contractual measures taken at the request of the same, pursuant to Art. 6(1)(b) of EU Regulation 2016/679. For the purposes indicated under letter B), processing is necessary to comply with a legal obligation to which the Data Controller is subject, and the provision of data is mandatory, pursuant to Art. 6(1)(c) of EU Regulation 2016/679.
5. **Processing Methods and Data Retention** – Personal data are processed using manual, IT, and telematic tools (web management software), with logic strictly related to the purposes of the entity and, in any case, in a manner that ensures their security and confidentiality in compliance with current legislation. The Data Controller undertakes to store and control personal data by adopting appropriate technical and organizational measures to prevent risks of destruction or loss, unauthorized access, or unlawful or improper processing. In compliance with the principles of lawfulness, purpose limitation, and data minimization, data will be retained for the entire duration of processing and thereafter for the time necessary to fulfill the obligations incumbent on the entity [entity] and to carry out all legal requirements connected thereto or deriving therefrom, including the management of public archives in accordance with the Code of conduct and professional practice for the processing of personal data for historical and statistical purposes.
6. **Special Categories of Personal Data** – Data revealing racial or ethnic origin (with reference to citizenship certificates), data concerning health, data relating to a person's sex life or sexual orientation, political and trade union opinions, religious or philosophical beliefs, or other similar categories, classified as "special categories of personal data," as well as data relating to criminal convictions and offenses pursuant to Art. 10 of EU Regulation 2016/679, will be processed exclusively with the consent of the data subject in the performance of tasks and functions for compliance with legal obligations and for the purposes indicated in point 3 and according to the legal basis specified in point 4.
7. **Recipients** – Personal data processed by the entity may be disclosed to public bodies and entities as provided for by current legislation, as well as to consultants appointed by the same entity. The data provided by the data subject may also be disclosed to external parties such as consultants, lawyers, companies providing hardware and software and managing networks and IT systems (outsourcers), companies providing document storage and archiving services, as well as patronages, organizations, associations, and enterprises. The data subject consents to the publication of such data and the essential elements of the contract concluded on the contracting authority's website, in accordance with Italian legislation on transparency of public contracts.
8. **Transfer of Data Abroad** – Pursuant to Art. 49, personal data may be transferred to third countries outside the European Union or to international organizations where such transfer is necessary for the performance of the contract or for the implementation of pre-contractual measures taken at the request of the data subject.
9. **Rights of the Data Subject** – The rights of the data subject are set out in Articles 15 to 22 of EU Regulation 2016/679, including the right to:
 - request confirmation of the existence of personal data concerning them;
 - access their data at any time;

- obtain information about the purposes of processing, categories of personal data, recipients or categories of recipients to whom the data have been or will be disclosed, and, where possible, the retention period (Art. 15);
- obtain rectification or, where data are processed unlawfully or are incomplete or incorrect, erasure or restriction (Art. 16 and Art. 17);
- obtain restriction of processing (Art. 18);
- obtain data portability, i.e., receive data from a controller in a structured, commonly used, and machine-readable format and transmit them to another controller without hindrance (Art. 20);
- object to the processing of their data at any time on legitimate grounds (Art. 21);
- object to automated decision-making processes concerning natural persons, including profiling;
- request updating, integration, or restriction of processing (Art. 22);
- withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (Art. 7);
- lodge a complaint with a supervisory authority, in particular in the Member State where they habitually reside, work, or where the alleged violation occurred. In Italy, this authority is the “Data Protection Authority” established by Law No. 675 of 31 December 1996 (<http://www.garanteprivacy.it/>) (Art. 77).

These rights may be exercised at any time by writing to the Data Controller at the email address indicated in point 1.

Place and date, [.....]

Signature of the data subject for acknowledgment and consent to data processing
