



COMUNE DI RIOMAGGIORE

Via Signorini n. 118, 19017 Riomaggiore (SP) - tel. 0187 760219 - fax 0187 920866
email: urp@comune.riomaggiore.sp.it / pec: segreteria@pec-comunediriomaggiore.it

Rev. 0 - 29/10/2020

PUBLIC WORKS AND PROPERTY MAINTENANCE

INFORMATION ON THE PROCESSING OF PERSONAL DATA pursuant to Article 13 of Regulation (EU) 2016/679

DATA CONTROLLER

The Data Controller is the Municipality of Riomaggiore (tax code/VAT no.: 00215200114), with registered office in Riomaggiore (SP), Via Signorini n. 118, telephone: 0187.760219, email: urp@comune.riomaggiore.sp.it, certified email (PEC): segreteria@pec-comunediriomaggiore.it

DATA PROTECTION OFFICER (DPO)

The appointed DPO can be contacted at the following details: Labor Service S.r.l., with registered office in Novara, Via Righi n. 29, telephone: 0321.1814220, email: privacy@labor-service.it, PEC: pec@pec.labor-service.it

PURPOSES AND LEGAL BASES OF PROCESSING

The processing of ordinary personal data and, where applicable, special categories of personal data (Article 9 GDPR) concerning the data subject, carried out electronically and on paper, is aimed at fulfilling obligations provided for by national and European law and at performing an institutional function or carrying out a task in the public interest connected with the exercise of official authority (Articles 6(1)(c) and (e), and 9(2)(g) GDPR, as well as Articles 2-sexies and 2-septies of Legislative Decree 196/2003), for the following purposes:

- Maintenance and safety of the existing municipal building assets (school buildings, public car parks, markets, sports facilities, buildings used as offices, museums, libraries), including related reports.
- Primary and secondary urban development works in the municipal area (road construction, arrangement of areas intended for public green spaces, parks, gardens and sewer systems).
- Awarding of design assignments or works to professionals or companies identified through the procedures provided for by law.
- Expropriations for public utility.
- Administrative management of permits relating to works affecting public roads.
- Management of access to the reserved area for the issue and use of the Riomaggiore Guest Card, under the terms detailed in the final section of this notice.

RECIPIENTS OF THE DATA

The personal data processed by the Data Controller are disclosed to: third parties where legal provisions grant such access rights; other public bodies (Municipalities, Province, Region); professionals and companies carrying out activities connected with the services offered by the Authority and, where necessary, appointed as Processors pursuant to Article 28 GDPR; the Soprintendenza; Judicial Authorities.

TRANSFER OF DATA

The Data Controller does not intend to transfer the data subject's personal data to a third country outside the European Union or to an international organisation. Should this become necessary, notice is hereby given that the transfer will take place in compliance with Chapter V of Regulation (EU) 2016/679.



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RETENTION PERIOD

The personal data collected are stored in compliance with current legislation and with the provisions relating to administrative documentation and the management of Public Administration archives, with reference to the 2005 Retention Plan for Italian municipalities pursuant to Presidential Decree 445/2000, Legislative Decree 42/2004 and Legislative Decree 82/2005.

NATURE OF DATA PROVISION

The provision of personal data is mandatory in order for the Authority to receive and assess the request submitted or the right exercised. Failing this, it will not be possible to carry out the necessary assessments and therefore to follow up on the request or right exercised.

RIGHTS OF THE DATA SUBJECT

The data subject may exercise any of the following rights at any time:

- Right of access, namely the right to ask the Data Controller for confirmation as to whether or not personal data concerning him or her are being processed, obtaining all the information indicated in Article 15 GDPR (e.g. purposes of processing, categories of personal data processed, etc.).
- Right to rectification, namely the possibility to correct inaccurate data or request that incomplete data be completed (Article 16 GDPR).
- Right to erasure in the cases indicated in Article 17 GDPR.
- Right to restriction of processing where one or more of the circumstances provided for in Article 18 GDPR apply.
- Right to object, at any time, to the processing of personal data concerning him or her where the conditions indicated in Article 21 GDPR apply.

The rights listed above may be exercised by contacting the Data Controller through the contact details indicated above, including by completing the dedicated form made available on the institutional website of the Authority in the Privacy section.

Furthermore, the data subject has the right to lodge a complaint with a supervisory authority:

Italian Data Protection Authority - Garante per la protezione dei dati personali
<https://www.garanteprivacy.it/>

PERSONAL DATA PROCESSED FOR ACCESS TO THE RIOMAGGIORE GUEST CARD

This section supplements the information provided above and describes, pursuant to Article 13 of Regulation (EU) 2016/679, the specific processing operations carried out in connection with the Riomaggiore Guest Card.

Purpose of the processing

The personal data referred to in this section are collected for the sole purpose of allowing the data subject to access, through a dedicated reserved area, the Riomaggiore Guest Card and the services associated with it. The data are not used for any purpose other than the one stated here and are not subject to profiling or to automated decision-making producing legal effects concerning the data subject.



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Personal data collected

Within the purpose indicated above, the Data Controller collects exclusively the following personal data:

Personal data collected	Reason why it is necessary
Name	Identification of the data subject as the holder of the Guest Card.
Surname	Identification of the data subject as the holder of the Guest Card.
Email address	Creation of the credentials and access to the reserved area; delivery of the Guest Card and of service communications strictly related to its use.
Host or accommodation facility where the data subject stays overnight	Verification that the data subject is entitled to the Guest Card as a guest staying overnight in the municipal area, and association of the card with the corresponding stay.
Check-in date	Determination of the start of the period of validity of the Guest Card.
Check-out date	Determination of the end of the period of validity of the Guest Card.

No special categories of personal data within the meaning of Article 9 GDPR, and no personal data relating to criminal convictions and offences within the meaning of Article 10 GDPR, are collected for this purpose. No payment data are collected through the reserved area.

Legal basis

The processing is necessary for the performance of a task carried out in the public interest and connected with the exercise of official authority vested in the Data Controller (Article 6(1)(e) GDPR), namely the management and promotion of tourist services in the municipal area, as well as, where applicable, for the performance of the service requested by the data subject (Article 6(1)(b) GDPR).

Nature of the provision of data

The provision of the data listed above is necessary in order to create the account, grant access to the reserved area and issue the Guest Card. Failing this, it will not be possible to provide the service.

Recipients

The data are processed by staff of the Municipality of Riomaggiore who are authorised and instructed for that purpose, and may be processed by the suppliers responsible for managing and maintaining the digital platform hosting the reserved area, appointed as Data Processors pursuant to Article 28 GDPR. The data are not disclosed or disseminated to any other party, except where required by law.

Retention period

The data are retained for the time strictly necessary to allow the use of the Guest Card for the duration of the stay and, subsequently, in accordance with the provisions set out in the "Retention period" section of this notice.

In respect of this processing, the data subject may exercise the rights listed in the "Rights of the data subject" section of this notice, and may contact the Data Controller and the Data Protection Officer at the contact details indicated above.