FONDAZIONE MARCHESINI ACT

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PRIVACY NOTICE
regarding the processing of personal data for the call for applications for the allocation of beds at the Parish of San Bartolomeo di Musiano

1. Introduction

EU Regulation 2016/679 on the "*protection of natural persons with regard to the processing of personal data and on the free movement of such data*" (hereinafter "EU Reg. 2016/679" or "GDPR") sets out rules intended to ensure that personal data are processed with full respect for the fundamental rights and freedoms of individuals.
This privacy notice is provided pursuant to Articles 12, 13, and 14 of EU Reg. 2016/679 and in compliance with applicable data protection law, in order to explain how personal data of individuals participating in the **Call for the allocation of beds at the Parish of San Bartolomeo di Musiano** are processed. The processing will be carried out in accordance with the principles of fairness, lawfulness, and transparency, ensuring the protection of confidentiality and of the rights of all data subjects.
The provision of this notice is a general obligation that must be fulfilled before or at the latest at the time personal data are directly collected. In accordance with the GDPR, the Data Controller provides the following information.

2. Data Controller

Fondazione Marchesini ACT ETS (hereinafter "Fondazione"), with registered office in Pianoro (BO), Via Nazionale 100, Tel. +39 051 0479411, e-mail: **info@fondazionemarchesiniact.org**, is the Data Controller and is responsible for providing information regarding the processing of personal data of applicants/beneficiaries.

3. Categories of Personal Data Processed

For the purposes of managing the call for applications, the Foundation processes common personal data provided directly by the applicants. Specifically, the following categories of data may be processed, by way of example and not limitation:

- personal and identification data (name, surname, tax code, identification document details);
- contact details (residential address, telephone number, e-mail address);
- data relating to employment or training status (type of contract, information concerning the employment relationship or internship);
- economic data (ISEE certification);
- data regarding residence and housing situation;
- residence permit data, where applicable.

4. Purpose of Processing and Legal Basis

Personal data are processed exclusively for purposes related to the management of the Call for Applications.
Specifically, data are processed for:
a) managing the selection procedure, including receiving and evaluating applications;
b) verifying eligibility requirements as set out in the call;
c) creating, managing, and updating the ranking list;
d) managing the allocation procedures for beds and related pre-contractual and contractual activities;
e) carrying out administrative, accounting, fiscal, and asset-related activities connected to the initiative;
f) compliance with legal obligations, regulations, or orders issued by competent authorities;
g) protecting the rights of the Foundation, including in legal proceedings if necessary.

Legal Basis
Pursuant to Article 6 of the GDPR, processing is lawful on the basis of the following:

- for the purposes under letters a), b), c) and d): processing is necessary to take pre-contractual measures at the request of the data subject and for the performance of a contract;

- for the purposes under letters e) and f): processing is necessary for compliance with a legal obligation to which the Data Controller is subject;
- for the purpose under letter g): processing is based on the legitimate interest of the Data Controller.

Providing personal data is necessary in order to participate in the call.
Failure to provide the required data, in whole or in part, will make it impossible to assess the application and therefore to participate in the selection procedure.

5. Methods of Processing

Personal data are processed using manual, electronic, and digital tools, with procedures strictly related to the purposes described, and in any case ensuring adequate security and confidentiality in compliance with applicable law.

6. Data Retention Period

Data will be retained for the entire duration of the selection procedure and, in the event of assignment, for the length of the contractual relationship and for the additional statutory retention periods for administrative, accounting, and fiscal purposes.
If the applicant is not selected, data will be retained for no longer than two years from the closure of the call, unless further retention is required for legal protection needs.

7. Categories of Recipients

Data may be communicated, by way of example, to the following categories of subjects:
– members of the committee or individuals responsible for evaluating applications;
– consultants and professionals supporting the Foundation (e.g., legal, fiscal, administrative consultants);
– external service providers supporting the management of the call (e.g., IT service providers, digital platform managers, document archiving services);
– public bodies, institutions, or authorities when required by law;
– subjects involved in the operational management of the initiative.
These recipients will process the data either as Data Processors formally appointed under Article 28 GDPR or as autonomous Data Controllers.
Foundation staff, collaborators, and authorized personnel may also process personal data as part of their duties, following appropriate operational instructions.

8. Transfer of Personal Data Outside the EU

The Foundation does not transfer personal data outside the European Economic Area (EEA).
However, if any transfer becomes necessary and takes place outside the EEA in the absence of an adequacy decision by the European Commission, the Foundation will ensure appropriate safeguards, including the use of **Standard Contractual Clauses (SCCs)** pursuant to Article 46(1) GDPR.

9. Rights of Data Subjects

In accordance with Articles 15 and following of the GDPR, the data subject may exercise the following rights:
– access to their personal data;
– rectification of inaccurate or incomplete data;
– erasure of data (“right to be forgotten”) in the cases provided for by Article 17 GDPR;
– restriction of processing under Article 18 GDPR;
– objection to processing, where applicable;
– data portability, in the cases provided for by Article 20 GDPR.
The data subject also has the right to lodge a complaint with the Italian Data Protection Authority if they believe their data have been processed unlawfully.

10. How to Exercise These Rights

The applicant/beneficiary may exercise their rights at any time by sending a registered letter with return receipt to:
Fondazione Marchesini ACT ETS, Via Nazionale 100, Pianoro (BO)
or by writing to: **info@fondazionemarchesiniact.org**.
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