

**INTRODUCTION / PREAMBLE**

By Regulation (EU) 2016/679, containing provisions for the protection of individuals regarding the processing of personal data, Conservatorio di Musica "Giuseppe Verdi" with headquarters in Via Conservatorio, 12 – 20122 Milano (hereinafter called the "Organization") as a data controller, it is required to provide certain information regarding the use of personal data. The representative of the Data Controller is the President at the time appointed. This is without prejudice compliance by the organization of the existing rules on transparency and mandatory publication of data and documents.

**DATA SOURCES AND TYPOLOGY OF PROCESSED DATA**

The personal data of candidates acquired by the organization can be collected:

- directly from the data subject (for example at the time of registration to the selective procedures, at the time of contract signing)
- at public-access sources (eg. Public lists of universities or training institutions, etc)
- at/with third parties



For data collected not directly from the data subject, this disclosure is provided upon registration and no later than the first communication.

The processed data, where the relationship in place so requests, include: personal details and specific information such as sensing.

It may happen that, in the organization comes into possession of "sensitive information" which may possibly be inferred the racial or ethnic origin, religious belief, political opinions membership of parties, unions, associations or organizations of a religious, philosophical, political or trade union, as well as the state of health, as well as sensitive and / or judicial data.

In any case, all data are treated in the pursuit of the institutional purposes in compliance with the above Act and the privacy obligations that have always guided the organization's operations.

**PERIOD OF DATA STORAGE**



The data is stored only for the period necessary for the purposes of research and selection of personnel (for a specific or also future positions), or in the terms provided for by laws, national and EU rules and regulations to which the organization has to follow.

Periodic checks are expected to be carried out on the processed data and the possibility of being able to delete if no longer needed for their intended purposes.

The curricula in the specific curricula will be safely destroyed if they are not considered as current or interest, after a minimum of one month period after which, any return will no longer be possible.

**DATA CONFERMENT AND CONSEQUENCES OF NOT PROVIDING / MISSED PROVIDING**

**MANDATORY/ NOT MANDATORY**



The provision of data to be considered mandatory for what concerns the necessary treatments that the organization must do to fulfill the needs of knowledge and assessment of candidates in research and selection of personnel for the coverage of job positions including possibly from related organizations as well as legal obligations, rules, regulations. Failure to provide such data will make it impossible for the organization to initiate the process of search and selection of staff and the impossibility of establishing the employment relationship.

The purposes for which it is mandatory to provide the data is marked with the following symbol:



The consent is not required for any other purpose and, even when given, may be revoked at any time by the person concerned.

The purposes for which it is NOT mandatory the provision of data is marked with the following symbol:



**PURPOSE OF DATA PROCESSING**



The data is processed in the normal activities of the organization and for the following institutional purposes:

Search and selection of staff to be included within the organization by means of bankruptcy proceedings as stated in competition notices, laws, regulations and European legislation including therefore the execution phases of the administrative procedures and related investigations. Shall be construed so including all the related purposes of legitimate interest or the administrative duties carried out for purposes of public institutional nature, the implementation and management of obligations under applicable laws, regulations and national and Community legislation, and provisions issued by authorities legitimated by law and by the vigilance and control

The overriding public interest purposes could be the following: establishment and management by public entities of any type of labor relationship, employee or self-employed, even unpaid, honorary or time partial or temporary, and other forms of employment that do not involve the establishment of an employment relationship;

**DATA PROCESSING MODALITIES**



The processing of personal data takes place through manual, computer and telematic tools with logic strictly related to the purposes and in any event so as to ensure the security and confidentiality of the data. The filing of the documentation is done both electronically and on paper. Here is some essential information.



The collection of personal data is limited to the minimum necessary for each specific purpose of the processing



The processing of personal data is limited to the purposes for which it was collected



The storage of personal data is limited to the minimum necessary for each specific purpose of the processing



Sensitive personal data collected and processed in electronic form are stored in encrypted form



No personal information provided to third-party commercial



No sale nor lease of personal data

**SCOPE OF DISSEMINATION AND CATEGORIES OF PEOPLE**



Personal data will be known and processed, in accordance with current legislation, by the institution's staff, identified as in charge, in service at the relevant facilities. The personal data collected by the organization may be communicated, for the pertinent to the aforementioned purposes, also to the following subjects or categories of subjects:

**SCOPE OF DISSEMINATION AND CATEGORIES OF PEOPLE**

- ✓ Subjects to which communication is required by law, by regulation or by national and European legislation
- ✓ Competent bodies for recruitment;
- ✓ Legal, accounting work in order to study and resolution of any issues related to the possible recruitment, auditors, Governing body, staff inside and outside the organization;
- ✓ Other Conservatories, Academies, Universities, schools

**MAIN LEGAL SOURCES**

The data are used for the development of the institutional aims of the terms laid down in laws, regulations and national and EU regulations that the organization should follow. According to Regulation (EU) 2016/679, explicit normative references updated to their latest review state involving obligations or tasks on which could be possibly carried out the treatment of sensitive and judicial data, are available from the Data Controller, represented by the President at the time appointed. Such data may be disclosed as part of the pursuit of the intended purposes, only where required by law or regulation. It is without prejudice the communication or dissemination of data requested, in accordance with the law, police forces, judicial authorities, intelligence and security agencies or other public bodies, for purposes of defense or state security or the prevention, detection or suppression of crime.

**DATA SUBJECT'S RIGHT**

At any time the data subject could exercise his rights against the data controller or data processor in accordance with Regulation (EU) 2016/679 by contacting the owner using the following contacts: [privacy@consmilano.it](mailto:privacy@consmilano.it) – Conservatorio di Musica “Giuseppe Verdi” Via Conservatorio, 12 20122 - Milano (for written communications), represented by the President at the time appointed. To ensure the proper exercise of the rights, the person must make themselves identifiable unequivocally. The organization is committed to providing feedback within 30 days and, in case of impossibility to respect these times, to justify any extension of the deadline. The feedback will be free of charge except in cases of unfounded (eg. There are no data concerning the applicant concerned) or excessive demands (ie. Repetitive over time) which may be charged a fee not exceeding the actual costs incurred for the research conducted in this case. The rights referring to personal data concerning deceased persons may be exercised by those who have a personal or acts to protect or for family reasons deserving protection. The data subject has the right to lodge a complaint with a supervisory authority.

**RIGHT TO GET ALL OF**

- origin of the personal data
- categories of processed data
- the purposes and methods of treatment
- retention period
- the logic applied in case of processing with the aid of electronic instruments
- identity of the data controller, data processor
- subjects and categories of subjects to whom the personal data can be communicated or who can learn about them as managers or in charge even in Third Countries
- existence of the profiling process

**RIGHT TO OBTAIN**

- existence or otherwise of their personal data and that such data are made available in an intelligible form
- updating, correction or integration of data and limitation
- cancellation, anonymization or blocking of data processed in violation of the law (including those for which conservation is not necessary for the purposes for which it was collected and subsequently processed)
- confirmation that the transactions referred to in paragraphs above have been made known even to those to whom the data were communicated or disclosed, except where such compliance is impossible or involves a manifestly disproportionate to the protected right by the organization
- a copy of the processed data

**RIGHT TO OPPOSE**

- the processing of personal data concerning the data subject including profiling for legitimate reasons, even if pertinent to the purpose of collection
- the processing of personal data concerning him for the purpose of: sending advertising material, direct sale, conducting market research, commercial communications
- the processing of data processed for the purposes of historical or scientific research or statistical purposes except in cases of public interest in the treatment