

## **Information on the processing of personal data on the Data Subject pursuant to art. 13 Reg. (EU) 2016/679 (G.D.P.R.)**

Pursuant to art. 13 of EU Regulation 2016/679 (G.d.P.r. : General Data Protection Regulation), in accordance with the principle of transparency, the following information is provided in order to make the student aware of the characteristics and methods of data processing:

### **a) Identity of the Data Controller and communication channels**

The data Controller is: Laba srl - Free Academy of Fine Arts (VAT number 05343240486), Legal Representative: Nigi Carlo, based in Florence, Via Fra D. Buonvicini 17, email address: [pcert@laba.biz](mailto:pcert@laba.biz)

### **b) Purpose of the processing, legal basis and legitimate interest:**

The processing of personal data requested from the interested party is carried out exclusively for the following purposes:

*\*Execution of the contract between Laba s.r.l. - Free Academy of Fine Arts and the student for the development of the training course of the same.* The legal basis that makes Laba s.r.l. lawful - Free Academy of Fine Arts is: i) the need to execute this contract by art.6, par. 1 letter b) and ii) consent to the treatment provided by the student, by signing the registration form prepared by the Training Agency. Given the type of data processed, this subscription is necessary in order to make the service offered by Laba s.r.l. the most prolific, advantageous and adequate. - Free Academy of Fine Arts The consent provided by the student follows the principles laid down in art. 6 G.d.P.r. or, that it is free, specific, informed, unequivocal, explicit, verifiable, revocable.

*\* Inserting photos and / or videos of students in social channels and on the website* of the owner Laba s.r.l. - Free Academy of Fine Arts will be able to film and / or photograph the student present in its premises and to insert films and photos in social channels and / or on the website [www.laba.biz](http://www.laba.biz). The interested party may at any time express his refusal both within the premises and subsequently by means of a special form to be filled up, available at the website [www.laba.biz](http://www.laba.biz) or by sending an email to [info@laba.biz](mailto:info@laba.biz). In this case, your face and signs of recognition will be obscured in all the images that portray him.

*\*Purposes related to promotional and marketing operations:* newsletter subscription; commercial communications and / or advertising material on products or services offered by the owner by email, post and / or sms and / or telephone and / or WhatsApp; commercial communications and / or advertising material on products or services offered. In the latter case, you will be provided with the subsequent information from the third party.

The treatment, in fact, is necessary for the pursuit of the legitimate interest of the data controller to respect the contractual obligations signed between the parties. With the free insertion of the single data, directly on the enrollment form, by the student, the signing of the consent provided therein, and the sending or delivery of the same, it is considered given an explicit consent by the interested party to the treatment of the given.

### **c) Recipients and any categories of recipients of personal data:**

The treatment will be performed by persons authorized to process within the scope of the tasks assigned by the Data Controller. Personal data will not be disseminated in any way, they may also be communicated and processed by third parties duly appointed as Data Processors or joint controllers.

The data are processed within Laba s.r.l. - Free Academy of Fine Arts, exclusively by subjects authorized by the data controller, under his responsibility and for the purposes indicated above.

To this end, it should be noted that each authorized party has signed a specific confidentiality declaration. Laba s.r.l.- Libera Accademia di Belle Arti, also makes the student aware, who in execution of this contract will be able to transfer information relating to personal data only in execution of the contract signed by the same and in reference to the purposes set out in this statement.

**d) Data retention period:**

The data will be kept for the period necessary to achieve the purpose for which they were collected, as indicated in point b) of this information. This storage time derives from the need:

1. to ensure that it carries out its training course regularly;
  2. respect the Italian and Community legislation for data retention (mainly administrative and fiscal purposes).
- Conservation is carried out with the most appropriate tools of science that will be constantly updated.

**e) Data rights:**

According to the provisions of the GDPR, the interested party has the following rights towards the Data Controller:

- obtain confirmation of whether or not personal data processing is being processed and, in this case, to obtain access to personal data (Right of access, Article 15);
- to obtain the correction of inaccurate personal data concerning him without undue delay (Right of Rectification Article 16);
- obtain the deletion of personal data concerning him without undue delay and the data controller is obliged to cancel the personal data without undue delay, if certain conditions are met (Right to be forgotten Article 17);
- obtain the limitation of treatment in certain cases (Right to limitation of treatment Article 18);
- to receive, in a structured format, in common and automatic device-readable form, personal data concerning him / her provided and has the right to transmit such data to another data controller, without impediments by the Controller who supplied them; in certain cases (Right to data portability Article 20);
- to oppose at any time, for reasons connected with his particular situation, to the processing of personal data concerning him / her (Opposition right art. 21);
- to receive without undue delay notification of the violation of personal data suffered by the Controller (Article 34);
- repeal the consent expressed at any time (Conditions for consent Article 7);
- oppose an automated decision-making process concerning natural persons, including profiling.

The address for the exercise of the rights specified above is [pcert@laba.biz](mailto:pcert@laba.biz) also with reference to applications filed against the parties whose data have been transmitted with the consent of the party concerned. The requests will be processed within 30 days. This period may be extended for reasons relating to the specific right of the interested party or the complexity of your request.

**f) Complaint:**

The interested party has the right to lodge a complaint with the supervisory authority and can contact the data protection officer at the addresses indicated above; in any case, for further information, see v. the institutional site of the Supervisory Authority designated by the Italian Republic, or the Privacy Guarantor [www.garanteprivacy.it](http://www.garanteprivacy.it)

**g) Data communications:**

The communication of personal data, in the case that concerns the relationship between the student and Laba s.r.l. - Free Academy of Fine Arts -, is a necessary requirement for the conclusion of a contract.

**h) Providing data:**

The provision of data in the case that concerns the relationship between the student and Laba s.r.l.- Libera Accademia di Belle Arti is a necessary requirement for the conclusion of a contract. Failure to provide data by the interested party may not allow the holder to proceed with the completion of the procedure and, moreover, it may not guarantee the provision of the services provided therein in the best possible way.

**i) Changes to this data protection information**

In the event of substantial changes to the ways in which your data are processed, you will be promptly informed of such changes to the communication channels provided by you.

**l) Different purpose of the treatment:**

If the data controller intends to further process personal data for a purpose other than that for which they were collected, before such further processing, the data controller will provide the interested party with information on this different purpose and any further relevant information.

**m) Profiling:**

The owner, limited to the purpose for which the data are released, uses automated processes aimed at profiling. This procedure is necessary in order to conclude and execute the contract between Laba s.r.l. - Free Academy of Fine Arts and the student, according to the provisions of art. 22, paragraph 2, letter a) of the G.d.P.r.

**n) Use of video surveillance systems**

We inform you that at the headquarters of the company Laba s.r.l. - Free Academy of Fine Arts in Piazza di Badia a Ripoli 1 / A - 50132 Florence, a video surveillance system using cameras is in operation, for reasons related to the safety of the environments, to guarantee the structure and the subjects who work in it to avoid damage , acts of vandalism and in support of fire prevention or work safety. Data retention lasts for 24 hours. The images will not be communicated or disseminated to third parties in any way, except for police and justice requirements. All the plant specifications are shown in the documentation prepared by the Owner and is available for consultation in the Administration Offices, upon request.

**CONSENT TO THE PROCESSING OF DATA**

The undersigned declares to have read and understood the information and agrees to the treatment of personal data for the above purposes.

*Date* \_\_\_\_\_

*Signature* \_\_\_\_\_

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For personal data, pursuant to art. 4, first paragraph, lett. a) GDPR means: "any information concerning an identified or identifiable natural person (" interested party "); the natural person who can be identified, directly or indirectly, with particular reference to an identifier such as the name, a number of identification, location data, an online identification or one or more characteristic elements of its physical, physiological, genetic, psychic, economic, cultural or social identity".