

**Information on the processing of personal data**  
**Arts. 13 and 14 of EU regulation 2016/679 –**  
**"GDPR" - CANDIDATES FOR SCHOLARSHIPS AND AWARDS**

**1. Who we are**

This information illustrates, in accordance with Regulation (EU) 679/2016 - hereinafter "Regulation" - information on use of the personal data of candidates for scholarships and awards - hereinafter "Interested party" - carried out by the Istituto Lombardo Accademia di Scienze e Lettere, Via Borgonuovo 25, 20121 Milan as "Owner" of the treatment, in the person of its Legal Representative pro tempore. The use of personal data, which the legislation defines as "processing", takes place in compliance with the above-mentioned Regulation and the confidentiality obligations that characterize the activities of our Institute. We also inform you that, in compliance with the obligations regulatory, the contact details of the Data Controller are: e-mail: [privacy@istitutolombardo.it](mailto:privacy@istitutolombardo.it), address: Palazzo Landriani, via Borgonuovo, 25, 20121 Milan.

**2. Personal data and data sources**

Based on the type of scholarship, defined in the specific call, the following data can be collected and processed:

- *Personal data* (e.g., name, surname, telephone number, e-mail, residential address, tax code, serial number university, and other data inferable from the CV).
- *Bank details* (e.g., IBAN code)
- *Particular data* (e.g., certificate of birth and citizenship, data of legal guardians, family status, declaration of household head about the activity of all members and the income they derive from it, ISEE)

Personal data can be collected directly from the interested party or, indirectly, through reports made by other Members of the Institute.

**3. Purpose of the processing, legal basis and retention period**

The data are collected and processed for the management of activities connected with the provision of scholarships and awards, as required in the Statute and in the Regulations of the Institute, as well as in the specific calls published on the site.

In particular, it concerns the management of: applications (receipt of documentation by the candidate in paper form and/or digital); sending of the documentation useful for the evaluation activities of the candidate to the members of the jury; communications; announcement of the winners at the Meeting and publication of the names on the institutional website; payments.

Calls, documentation and provisions relating to the award of scholarships and prizes are kept by the Institute unlimited.

Candidates' data are kept by the Institute indefinitely. Candidate data are kept by the members of the commission judges only for the period necessary to complete the competition procedures and, as foreseen in the specific letter of office, are subsequently eliminated.

Accounting and tax data are kept for 10 years.

#### **4. Recipients**

The data can be communicated to the following subjects:

- Data controllers, such as: credit / banking / postal institutions, public bodies for legal compliance, subjects lenders, legal and sector consultants.
- Data processors, such as: professionals, professional firms.

The data collected will not be disclosed and disseminated.

The data may also be processed by external parties established in Italy, in the European Union expressly appointed as Managers of the treatment, if not autonomous holders. In any case, the processing by third parties will take place according to correctness and in the compliance with the laws in force. It will be possible to know the complete list of the designated data processors by writing to the Controller's contact email address (see point 1 of this letter).

#### **5. Subjects authorized to the treatment**

Personal data will be processed by employees and / or collaborators of the Data Controller who have received adequate operating instructions and who have been expressly authorized to process. The data will also be shared with the members of the selection boards designated by the Institute.

#### **6. Conferment**

The provision of personal data is necessary for all that is required by the Statutory and Legal obligations and therefore any refusal to provide them, in whole or in part, may result in the impossibility of participating in scholarships, and to correctly carry out all the formalities set out in point 3.

#### **7. Transfer outside the EU**

Personal data are not transferred to non-EU countries, unless specific indications to the contrary for which you will be in advance informed and, if necessary, consent will be requested.

#### **8. Processing and storage methods**

Personal data may be processed manually and with the use of IT and telematic procedures, in the ways and within the limits necessary to pursue the aforementioned purposes. Only the data that are strictly necessary for the specific purpose will be processed by the persons in charge (including external managers), adopting adequate operating and safety instructions that guarantee their protection. The personal data are stored on electronic, magnetic, optical and / or paper media.

#### **9. Rights of the interested party**

The interested party may, at any time, exercise the rights indicated below:

- a. Access to personal data: the right to obtain confirmation or not that data concerning you are being processed and, in in this case, to have access to the following information: the purposes, the categories of data, the recipients, the retention period, the right to lodge a complaint with a supervisory authority, the right to request the

- rectification or cancellation or limitation of the treatment, or opposition to the treatment itself, as well as to know the existence of an automated decision-making process;
- b. Request for rectification or cancellation of the same or limitation of the treatments that concern him (by "limitation" it is meant the marking of stored data with the aim of limiting their processing in the future);
  - c. Opposition to processing: for reasons connected with your particular situation, the right to object to the processing of data for the execution of a task of public interest or for the pursuit of a legitimate interest of the Data Controller;
  - d. Data portability: in the case of automated processing carried out on the basis of consent or in execution of a contract, the right to receive the data concerning the interested party in a structured format, commonly used and readable by an automatic device;
  - e. The right to submit a complaint pursuant to art. 77 of the GDPR to the competent supervisory authority based on your habitual residence, work place, or at the place of violation of his rights; for Italy, the Guarantor for the protection of personal data is competent, and is contactable via the contact details shown on the website <http://www.garanteprivacy.it>.

The aforementioned rights may be exercised by sending a specific request through the contact channels indicated in art. 1 of the present information, or by contacting, in writing by either e-mail to: [privacy@istitutolombardo.it](mailto:privacy@istitutolombardo.it) , or mail to the address: Palazzo Landriani, via Borgonuovo, 25 - 20121 Milan.

### **Declaration of consent**

The undersigned \_\_\_\_\_,

by signing this, declares to have carefully read the content of this information provided by the Istituto Lombardo Accademia di Scienze e Lettere, pursuant to EU Regulation 679/2016, and to have received a copy.

He also authorizes, pursuant to articles 6 and 7 of the EU Regulation, n. 2016/679, the Istituto Lombardo Accademia di Scienze e Lettere in the person of the legal representative pro tempore to the processing of their personal and particular data referred to in the previous art. 2.

For the granted consent

Place \_\_\_\_\_, Date \_\_\_\_\_ Signature \_\_\_\_\_