

**Object: PRIVACY POLICY IN ACCORDANCE WITH EUROPEAN REGULATION 2016/679 (hereinafter called the “Regulation”)**

With reference to the call for applications for the appointment of the Director of the Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah of Ferrara [Foundation of the National Museum of Italian Judaism and the Shoah], initiated by said Foundation (hereinafter indicated as the “Foundation”), the following information is provided::

**1.Object of the data processing**

The object of the data processing is the personal data you have supplied us of your own accord at the time the application form for participation in the selection process in question was filled out and sent in, as well as any data communicated in documents integrating said application.

**2.Purpose and legal basis for processing**

The personal data you have provided are essential for the selection and recruitment process or for other employment-related purposes as well as to fulfill specific obligations or perform specific tasks envisaged by Community standards, laws or regulations.

**3. Data categories and nature of disclosure**

For the most part, the data gathered and processed fall within the category of personal data and identifying information; data falling within the data categories referred to in art. 9 and 10 of the Regulation may also be processed. The data subject explicitly consents to the processing of these categories of data by sending in his/her application.

Failure to provide the data, in whole or in part, may make it impossible for the Foundation to correctly fulfill all requirements related to the selection process in question or may render the candidate intelligible for any aid. Failing to provide the data required to assess the prerequisites for participation shall result in exclusion from the selection process itself.

**4.Data processing methods**

Personal data is processed via the following operations: collection, recording, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction.

The data shall be processed in different ways, i.e. using hard copies, computer or telematic media, in compliance with the security measures adopted, and always in a lawful, correct and transparent manner, respecting fundamental rights and freedoms, with particular reference to confidentiality.

Physical, electronic and procedural security measures appropriate to the sensitivity of the data processed shall be adopted. These measures, designed to protect personal data against unauthorized access, include computer security systems, access controls with alarms, function separation and other security protocols. Access to personal data is limited to staff and third parties who need access to it for appropriate and legitimate reasons as laid out in this document and always for the stated purposes.

**5.Data access and communication**

The data shall not be disclosed, except for purposes related to legal and regulatory requirements. Such data may be made accessible and/or communicated to the following parties solely for the purposes indicated above:

- employees and collaborators of the Data Controller, in their capacity as authorized and/or internal data processors;
- Professionals or service companies providing administrative and management services on behalf of the Foundation.

## 6. Data retention period

The data shall be kept on file for a period of 3 years and then deleted at the end of this period; the data may be kept for a longer period of time if linked to the period of limitation envisaged in current law and regulations for exercising one's rights and for complying with regulatory obligations.

## 7. Rights of the data subject

We also inform you that you may exercise certain rights; in particular, we inform you that you have the right to:

- file a complaint to the Supervisory Authority (Data Protection Commissioner);
- access your personal data as well as the right to rectification or erasure of said data (right to be forgotten) or to restrict the processing thereof;
- obtain data portability;
- object to said data processing, subject to the limits established by law.

## 8. Methods for exercising one's rights

The procedures for exercising all of one's rights are laid out in articles 11 and 12 of the Regulations.

You may exercise your rights at any time by sending:

- a registered letter with return receipt to Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah, Via Piangipane n. 79-83, 44121 Ferrara, Italy
- an e-mail to the certified e-mail address: [fondazione.meis@pec.meisweb.it](mailto:fondazione.meis@pec.meisweb.it)

## 9. Name and data of Data Controller and Manager

The data controller is Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah, with offices in Ferrara, Via Piangipane 79-81, e-mail [fondazione@meisweb.it](mailto:fondazione@meisweb.it) - Telephone no. 0532 769137.

The Data Protection Officer (DPO) is the lawyer Marco De Nunzio, certified e-mail: [marco.denunzio@ordineavvocatiferrara.eu](mailto:marco.denunzio@ordineavvocatiferrara.eu), telephone no. 0532.200224

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