



INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA

The personal data of the user are used by the Central European Initiative-Executive Secretariat, which is responsible for the data processing, in compliance with the principles of protection of personal data established by the GDPR 2016/679 Regulation.

MODALITIES AND PURPOSES OF DATA PROCESSING

1. We inform you that the data will be processed with the support of the following means:

- Mixed - electronic and paper

with the following purposes:

- Calls
- Communication, information, exchange mail for meetings, collaborations
- Contract for contribution
- Project proposal development
- Elaboration of documentation related to the approval and implementation of projects
- Management of collaboration with external bodies
- Organisation of events and trips
- Publication of news/information on the website/publications/newsletters
- Public relations and communications for the purpose of visibility

LEGAL BASIS

2. The provision of data is mandatory for all that is required by legal and contractual obligations and therefore any refusal to supply them in whole or in part may give rise to the impossibility of providing the services requested. The company processes the user's optional data on the basis of consent, i.e. through the explicit approval of this privacy policy and in relation to the methods and purposes described below.

CATEGORIES OF ADDRESSEES

3. Without prejudice to communications made in compliance with legal and contractual obligations, all data collected and processed may be communicated exclusively for the purposes specified above to the following categories of recipients:

- Ministries
- Chambers of commerce
- Credit institutions
- Providers
- International, Regional, Public, Non-Governmental, Private, Associations and Organizations
- Project partners
- European Projects' Unit/European Commission
- Natural persons concerned

Furthermore, in the management of your data, the following categories of authorized persons and/or internal and external managers identified in writing and to whom specific written instructions have been provided regarding the processing of data may be made known to them:

- Authorized personnel as defined in art. 29 of the EU Reg. 2016/679.
- External subjects appointed as data controllers pursuant to the provisions of art. 28 EU Reg. 2016/679. The updated list of data controllers can always be requested to the Central European Initiative-Executive Secretariat.



PERSONAL DATA TRANSFER TO THIRD COUNTRIES

Please take note that the transfer of data abroad is allowed only for the purpose of performing a finalised contract between you and CEI, namely at the performance of pre-contractual measures taken upon your request or directed to the execution of the activity submitted to the CEI itself.

INFORMATION STRUCTURES

IT facilities	Redundant virtual servers and Synology DS1817 NAS with Veeam Backup
Type of structure	Internal
Offices	Central European Initiative – Executive Secretariat (Trieste)

CONSERVATION PERIOD

4. The mandatory data for contractual and accounting purposes are kept for the time necessary to carry out the working and accounting relationship. The data retention period is:
- For the purposes described in this document, personal data are processed for the time necessary to carry out the project and for future consultations.

RIGHTS OF THE INTERESTED PARTY

5. Pursuant to European Regulation 679/2016 (GDPR) and national legislation, the interested party may, in accordance with the procedures and within the limits established by current legislation, exercise the following rights:
- Request confirmation of the existence of personal data concerning him (right of access of the interested party - Article 15 of Regulation 679/2016);
 - Know its origin;
 - Receive intelligible communication;
 - To have information about the logic, the methods and the purposes of the processing;
 - Request the updating, rectification, integration, cancellation, transformation into anonymous form, blocking of data processed in violation of the law, including those no longer necessary for the pursuit of the purposes for which they were collected (law of rectification and cancellation - articles 16 and 17 of Regulation 679/2016);
 - Right to limit or oppose the processing of data concerning him/her (Article 18 of Regulation 679/2016);
 - Right of revocation;
 - Right to data portability, i.e. the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, (Article 20 of Regulation 679/2016);
 - In cases of consent-based processing, receive their data provided to the holder, in a structured and readable form by a data processor and in a format commonly used by an electronic device;
 - The right to send a complaint to the Supervisory Authority (right of access by the interested party - Article 15 of Regulation 679/2016).



6. The *Holder* of the processing of your personal data is the Central European Initiative - Executive Secretariat (International Extraterritorial Organisation), Social Security N. 90072050322

- E-mail: cei@cei.int
- PEC: cei-es@legalmail.it
- Telephone: 0407786777

Caracciolo di Vietri Giovanni, c.f. CRCGNN47T05H501Z

- E-mail: cei@cei.int
- PEC: cei-es@legalmail.it
- Telephone: 0407786777

I have read and accept unreservedly the terms of use expressed in the privacy policy and I hereby authorise the treatment of my personal data, declaring to be aware of legal rights recognised in conformity with Regulation (EU) 2016/679 (GDPR) of the European Parliament and of the Council.

I in particular have received complete information pursuant to art. 13 of EU Regulation 2016/679 and express consent to the processing and communication of personal data with particular regard to those so-called details in the limits, for the purposes and for the duration specified in the information.

Place & Date:

Signature

