

Privacy Notice on the processing of personal data pursuant to Article 13 of Regulation (EU) 2016/679 for participants in INAPP seminars and conferences, held on-site and remotely

WHY THIS INFORMATION IS PROVIDED

With the information below, we wish to provide a clear and transparent overview of the personal data that the National Institute for Public Policy Analysis – INAPP collects and processes in connection with the organisation of seminars and conferences, held both on-site and remotely, in compliance with Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data (hereinafter, the “**GDPR**” or the “**Regulation**”).

1. DATA CONTROLLER

The Data Controller is the National Institute for Public Policy Analysis – INAPP, a national public research institution supervised by the Minister of Labour and Social Policies, with registered office at Corso d'Italia 33, 00198 Rome, Italy.

2. DATA PROTECTION OFFICER

Pursuant to Article 37 of the GDPR, INAPP has appointed a Data Protection Officer (“*Data Protection Officer*” or “*DPO*”), domiciled for the purposes of this position at the registered office of the Institute, who may be contacted at res.pro@inapp.gov.it for any matter relating to the processing of your personal data and for the exercise of your related rights, in accordance with the procedures set out in Section 8 below.

3. DATA PROCESSOR

MY EGO EVENTI S.r.l., with registered office in Rome, Via Paolo Di Dono 145, has been appointed by INAPP as Data Processor pursuant to Article 28 of the GDPR, as it has been entrusted, following a specific public procurement procedure, with the provision of planning, organisation and implementation services for seminars and conferences, together with related support services, on behalf of INAPP for the 2025–2027 period.

4. PURPOSES OF THE PROCESSING AND LEGAL BASIS FOR THE PROCESSING

Personal data are processed for the following purposes:

- a) Management and organisation of the event (e.g. management of registrations and participation requests; sending operational and/or service-related communications; completion of participation forms for the purpose of verifying attendance; issuing certificates of attendance, etc.);
- b) Accounting and reporting of event-related expenditure by verifying participants' attendance;
- c) Documentation of the event through the taking of photographs and/or audio-video recordings and publication and promotion of the event on the INAPP website and/or on the Institute's social media channels for purposes of dissemination and scientific and informational communication, as well as the promotion of training and research activities;
- d) Provision of additional services (optional): solely for on-site events, and subject to the data subject's consent, data concerning any food intolerances or allergies may be collected in order to provide an appropriate catering service.



With regard to the purposes referred to in letters a) and c), pursuant to Article 6(1)(e) of the Regulation, the legal basis for the processing of personal data is the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller (Legislative Decree No. 150/2015; Law No. 150/2000; etc.).

During the publication and dissemination of the event, images and/or recordings of participants in the event venue may be made public. Accordingly, participation in the event constitutes consent by conclusive conduct. However, if a participant does not wish to be photographed or recorded, they may, where possible, sit in the designated area marked by appropriate signage.

With regard to the purpose referred to in letter b), pursuant to Article 6(1)(b) and (e) of the Regulation, the legal basis for the processing of personal data may consist in compliance with a legal obligation to which the Data Controller is subject or in the performance of tasks carried out in the public interest vested in INAPP (e.g. INAPP, in its capacity as Intermediate Body for the ESF+ National Programme "Youth Guarantee" or as the National Agency for Erasmus+ in the field of vocational education and training, may be required to organise conferences or seminars using European funds). Lastly, with regard to the purpose referred to in letter d), pursuant to Article 9(2)(a) of the Regulation, the legal basis for the processing is the data subject's consent.

5. CATEGORIES OF DATA SUBJECTS, TYPES OF DATA PROCESSED AND NATURE OF THE PROVISION OF DATA

The data subjects concerned by the processing activities are, specifically, persons invited to participate in institutional events organised and promoted by INAPP.

The types of personal data processed are as follows:

- ordinary personal data collected through the INAPP event registration form or participation form: identification data (first name, surname, place and date of birth), personal details (place of residence or domicile), contact details (email address, certified email address (PEC), telephone numbers), organisation/company/employer and position/role;
- photographs and/or audio-video recordings of the event;
- special categories of personal data within the meaning of Article 9 of the GDPR (data relating to specific dietary requirements), exclusively in connection with events involving the provision of food and beverages to participants.

Participation in seminars and conferences is, as a rule, optional and voluntary.

Failure to provide the required data will prevent the data subject from participating in the aforementioned events. In any event, choosing not to participate will have no consequences for the data subject.

With regard to the possible collection of data concerning food allergies and/or intolerances, please note that failure to provide such information will prevent INAPP from anonymously informing the catering company of the specific requirements of certain participants.

6. METHODS OF PROCESSING AND DATA RETENTION PERIOD

As Data Controller, INAPP collects your personal data through the staff of its Communication Service and/or through MY EGO EVENTI S.r.l., with which it has entered into an agreement pursuant to Article 28 of Regulation (EU) 2016/679 containing instructions concerning the processing of personal data acquired and managed by the company on behalf of INAPP in connection with the provision of planning, organisation and implementation services for seminars and conferences and related support services.

Personal data are processed using both manual and automated procedures and/or applications used by INAPP and MY EGO EVENTI S.r.l., in compliance with the general principles governing the processing of personal data laid down by the GDPR.



In particular, registration for individual events is carried out either by means of specific registration forms sent by email by the Data Processor or through IT platforms for which INAPP/MY EGO EVENTI S.r.l. hold the relevant licences, by completing an appropriate form, which requires participants to have previously read this Privacy Notice.

Registration for online events via an IT platform, or for events involving live audio-video streaming, necessarily entails the visibility of the email address and/or nickname and/or other personal data provided when completing the registration form, which will therefore be visible to other participants.

The event will be recorded, and the recording will be published on the INAPP institutional website and on the Institute's official social media channels for purposes of public interest related to the Institute's dissemination activities.

Please note that, where possible and taking into account the available space at the venue, INAPP will arrange a designated area (the so-called "*privacy zone*"), appropriately delimited and identified by signs and/or stands, in order to allow participants who do not wish to be recorded and/or photographed to attend the event without compromising their privacy.

Personal data directly identifying data subjects will be retained by INAPP/MY EGO EVENTI S.r.l. for the period strictly necessary to fulfil obligations relating to the reporting of event expenditure, internal statistical purposes, updating of mailing lists and checks by the supervisory authority, in compliance with the obligations arising from the applicable legislation to which INAPP is subject.

Any data concerning food allergies or intolerances will be communicated to the catering company in anonymous form and subsequently deleted and/or anonymised.

7. RECIPIENTS OF THE DATA

Personal data collected through registration forms and/or participation forms will not be disclosed or communicated to third parties and will be processed exclusively by INAPP and/or MY EGO EVENTI S.r.l. The data collected will not be processed in any way outside the territories of the European Union, nor will they be used for profiling activities concerning data subjects.

The event will be published on INAPP's institutional website and/or official social media channels and, in compliance with the security measures referred to above, images and/or video recordings that may make participants identifiable may be disseminated.

Personal data may be disclosed to providers of digital and cloud computing services for the Public Administration qualified by the Italian National Cybersecurity Agency (ACN).

8. RIGHTS OF DATA SUBJECTS

The GDPR grants data subjects, in the cases provided for therein, the following rights:

- a) the right of access (Article 15 of the Regulation);
- b) the right to rectification (Article 16 of the Regulation);
- c) the right to erasure (Article 17 of the Regulation);
- d) the right to restriction of processing (Article 18 of the Regulation);
- d) the right to data portability (Article 20 of the Regulation);
- e) the right to object (Article 21 of the Regulation);

- f) the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning the data subject or similarly significantly affects them (Article 22 of the Regulation).



Where the processing of personal data is based on the data subject's consent, the data subject may withdraw such consent at any time, without affecting the lawfulness of processing based on consent given prior to its withdrawal.

In relation to the processing of personal data, data subjects may contact the Data Controller to exercise their rights by:

- registered mail with return receipt, by sending the request to the National Institute for Public Policy Analysis (INAPP), Corso d'Italia 33, 00198 Rome, Italy, for the attention of the Data Protection Officer;
- certified email (PEC), at the institutional address: direzionegeneraleinapp@pec.it;
- email, at: res.pro@inapp.gov.it.

Data subjects may also exercise their rights by completing the form for exercising data subject rights published on the Institute's official website, at the bottom of the "Privacy" section, and sending the duly completed and signed form to res.pro@inapp.gov.it.

Where data subjects believe that the processing of their personal data has been carried out in breach of the provisions of Regulation (EU) 2016/679, they have the right to lodge a complaint with the Italian Data Protection Authority (Garante per la protezione dei dati personali), with registered office in Rome, Piazza Venezia 11, pursuant to Article 77 of the Regulation, or to bring judicial proceedings before the competent courts pursuant to Article 79 of the Regulation.