

# INFORMATION NOTE ON THE PROCESSING OF PERSONAL DATA (Articles 13-14 Regulation EU 2016/679) PIANOFRIENDS ASSOCIATION

The Associazione Pianofriends in the quality of Holder of the processing of your personal data, pursuant and for the effects of the Regulations UE 2016/679 (hereinafter referred "GDPR" only), hereby informs that the mentioned legislation foresees the protection of the concerned individuals with references to the processing of personal data and that such treatment will be deployed in accordance with principles of correctness, legality, transparency and protection of your privacy and your rights.

Your personal data, provided by you to the Associazione Pianofriends, according your inclusion in one of categories foreseen in point no. 2, will be processed in accordance with the above-mentioned law and with the duty of confidentiality provided for therein.

## 1) Purpose of the data processing

The provided personal data, of the Associate or of the participant to the activity, will be processed for the following goals, connected to the implementation of legal or contractual duties:

- a) fulfilling legal obligations;
- b) fulfilling the competent authority's provisions;
- c) establishment of legal claims in court proceedings or out-of-court procedure;
- d) purposes of the Associazione Pianofriends activity, just like foreseen in the Statute and in the regulations in Force.

The processing of personal data, is necessary for the performance of its obligations and for the proper management of the relationship and their contribution for the above-mentioned purposes. The Holder also discloses that the possible not-communication or the miscommunication of one of the necessary information, can produce the impossibility of the Holder to guarantee the processing's accuracy.

With references to the indicated processing, the Holder can find out about particular categories of personal data and in detail: religious conviction, philosophical bent or otherwise, racial or ethnic origin, or state of health. The processing of personal data for these particular categories will be developed according to the article no. 9 of the GDPR.

## 2) Categories of interested parties

For the parties who establish with the Associazione Pianofriends contractual or legal relationship, as well as participation to the institutional activities of the Associazione Pianofriends or supporting any connected event, such as:

- a) members of the Associazione Pianofriends;
- b) participants as guests, rapporteurs and interpreters in the field of music, history, literature and in any other sector of the culture and of the activity promoted by the Associazione Pianofriends.
- c) artistic jobs, such as musicians performing in musical seasons, members of jury of the competitions or teachers in the courses;
- d) applicants to the competitions organized by the Associazione Pianofriends, for the purpose of the correct performing to the contests, according to the regulation;
- e) winners of the competition organized by the Associazione Pianofriends, for the purpose of issuing the concerning receipt of the prizes, according to the regulation;
- f) supporters of the above-mentioned activities, such as sponsors or lenders [natural or legal persons] for liberality.
- g) suppliers of good and/or services;

- h) sometime collaborators working in the organization of the above-mentioned activities;
- i) natural or legal persons who have asked to the Associazione Pianofriends to keep updated by post or e-mail about the Associazione Pianofriends activity.

### 3) Procedures of processing of personal data

Your personal data can be processed as follows:

- a) manual processing in paper forms (with eventual communication to the interested parties by post), with references to regulation of music courses and competitions, newsletter and to any other information note regarding the associational activities, according to the Associazione Pianofriends statute;
- b) electronic data processing (with eventual communication to the interested parties by e-mail), with references to the same regulations and to any other information note regarding the associational activities, according to the Associazione Pianofriends statute.

Every processing is managed according to the articles no 6 and no. 32 of the GDPR and by the adequate and foreseen security measures.

### 4) Communication

Your data will be exclusively communicated to the entities in charge duly appointed for the completion of the services; these services will be managed properly and will be necessary for the relationship with the interested party, granting the protection of his rights.

Your data will be processed by authorized person only, specifically entrusted by the Holder.

Your data can be disclosed to any third party, duly entrusted and in charge as data controller, such as:

- a) charged with the service in the AFC's secretariat;
- b) any person in charge, responsible of the activities carried out in the ambit of the institutional Associazione Pianofriends events, foreseen by the statute;
- c) charged with the service of secretariat in the single institutional events, organized by the Associazione Pianofriends;
- d) all the entities to whom it will be necessary, who will provide a specific processing services or in any case instrumental necessarily to the correct implementation of the mentioned aims excluding, in any event, promotional purposes.

### 5) Data dissemination

The personal common and identifying data, such as images of activity, pictures, first names and surnames and eventual professional status can be published on the Associazione Pianofriends website.

The pictures which will come into Associazione Pianofriends possession during the activities can be used by the Associazione Pianofriend, free of charge and without time limit, for the inbound and outbound dissemination, with the eventual indication of the first name, surname and professional status of the persons in the photos.

Particularly, these information can be published on the Associazione Pianofriends website, as well as on the connected pages (Youtube channel and Facebook, Twitter and Instagram pages, as an example but not limited to them)

This material can be also used by the Associazione Pianofriends for communication action and published in the press, or through television, radio or internet, in support of articles on national and international media. For these aims, will be submitted to you a special authorization under this information note.

### 6) Retention period

We communicate that, in respect of the principles of legality, purpose limitation and data minimization, according to the article no. 5 of the GDPR, the retention period of your personal data is the following:

- a) special categories of personal data:
  - it is fixed for a period of time not exceeding the purpose for which they have been collected and will be processed for the purposes connected with the fulfilment of the event;

- it is fixed for a period of time not exceeding the carrying out of the services provided;
- it is fixed for a period of time not exceeding the purpose for which they have been collected and will be processed for the purposes connected with the compulsory times required by law.

b) Image

- the images which will come into Associazione Pianofriends possession while carrying out its activities, can be used free of charge and without time limit, by the Associazione Pianofriends.

## 7) Data processing holder

The data processing holder is the Associazione Pianofriends, based in Milan (Italy), Via Giovanni Ricordi, 13 Milan zip code 20131.

You have the right to obtain from the Holder the cancellation (right to be forgotten), the limitation, the updating, the rectification, the object to the processing of your personal data, as well as, in general, you can exercise the rights foreseen by the articles numbers 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR.

The name of the Controller of your personal data is Mrs. Catia Iglesias, legal representative of the Associazione Pianofriends. The person in charge to their processing is Mrs. Fausta Iglesias

## 8) Interested party's rights (Regulation EU 2016/679: articles numbers 15, 16, 17, 18, 19, 20, 21, 22)

- a) The interested party has the right to get the confirmation whether or not of personal data concerning him, although not registered yet and their communication in an intelligible form.
- b) The interested party has the right to get the indication of:
  - the origin of the personal data;
  - the purpose and of the modalities of the processing;
  - the logic applied in the case of electronic data processing;
  - of the identification details of the Holder, of those responsible and of the persons in charge of the personal data processing, according to the article no. 5, paragraph 2;
  - of the entities of the category of entities to whom the personal data can be communicated or who may become aware of them, in quality of Responsible or persons in charge.
- c) The interested party has the right to ask and to get:
  - the updating, the correction or the integration of the existing data;
  - the cancellation, the transformation in anonymous form or the blocking of data processed in violation of law, included those for which the conservation is not necessary, in relation to the purposes for which they were collected or further processed;
  - the certificate of operation referred to letters a) and b) have been made aware, also in terms of content, of those to whom they have been forwarded or disseminated, except if it employs excessive measures compared to the protected rights;
  - the data portability.
- d) The interested party has the right to object, in whole or in part:
  - for legitimate reasons to processing of his personal data, although relevant for the purposes of the data collection;
  - to his personal data processing if used for the purpose of sending advertising material or for direct sales or for market research or for business communication.

Milan, Italy, January 5 2019

The legal representative of the Associazione Pianofriends (Maestro Catia Iglesias)



# ENGAGEMENT LETTER FOR THE PROCESSING OF PERSONAL DATA (Articles number 13-14 Regulation EU 2016/679)

The undersigned **Mrs. Catia Iglesias**, born in Milan (Italy), 24 March 1966, as representative of the Associazione Pianofriends and as Responsible of the processing of personal data in possession of the same Associazione Pianofriends, gives the position to Mrs Fausta Iglesias, born in Naples (Italy), 19 December 1960, according to the Information note on the processing of personal data (Articles number 13 and 14 Regulation EU 2016/679), to the processing of personal data in possession of the Associazione Pianofriends.

In particular, she declares that the scope of the permitted processing will be the following:

- a) electronic processing of the data contained in the computer located in the Associazione Pianofriends venue, also authorizing the constant updating of the above-mentioned database and the access carrying out any of the acts for the normal course of the Associazione Pianofriends activity. This shall take place through personal authorization, settled by password, updated in respect of the legislation in Force, also according with the minimum standards of security measures, suitable to prevent the inappropriate access by third parties;
- b) carrying out and supervision of the shipment by mail of the materials mentioned in the Associazione Pianofriends Information note.

Milan, Italy, 5 January 2019

The legal representative of the Associazione Pianofriends (Maestro Catia Iglesias)

