Privacy Policy - LIBRARY ACCESS
(Information pursuant art. 13 Regulation (EU) 2016/679)

The Data Controller, Fondazione Eni Enrico Mattei, with registered office at Corso Magenta 63, 20123 Milan, e-mail privacy@feem.it informs you regarding the processing of your personal data.

1) Purposes and legal basis of the processing

The processing of your personal data is carried out for purposes of security of the company assets and of the people who, for various reasons, visit the company's facilities or access them; in particular

a) allow and control access to their library located at Corso Magenta 63, 20123 Milan, Italy;

b) investigating safety and security incidents, assessing security threats and analysing risks to the data controller;

c) implementation of measures to reduce the risk of spread and transmission of coronavirus disease (COVID-19).

The legal basis for the processing is the legitimate interest of the data controller to ensure the control of access to the Controller’s premises as well as to manage the related safety and security requirements and on the basis of the relevant legal and regulatory provisions for the reduction of the risk of the spread and transmission of the coronavirus disease.

2) Categories of personal data processed and means of processing

The personal data processed, manually or with electronic support, are: first name, last name, email address, the time of access to the library and the time of exit, and for purposes c) body temperature, personal data and telephone number (hereinafter, the “Personal Data”).

3) Obligation to release the requested data and consequences

The provision of Personal Data is necessary for the pursuit of the above-mentioned purposes. Therefore, failure to provide Personal Data will make it impossible to access the data controller's library.

4) Recipients/ categories of recipients of personal data

For the above-mentioned purposes, your Personal Data may be communicated to:

I. those authorised to process data by the data controller (employees or collaborators)

II. external parties who are involved in the business process, such as employees of the company that provides the concierge service, law firms, consultants and professionals who provide functional services for the purposes indicated above,; companies that hat maintain and manage information systems;

III. State Administrations, Public and private bodies, also following inspections and audits;

IV. Subjects that can access the data due to provisions of law or secondary legislation or EU legislation

The subjects belonging to the above-mentioned categories, whose names are included in an updated list, available at the Data Controller, act as autonomous Data Controllers unless they have been designated as Data Processors.
5) Period of retention of personal data

Your data will be retained for the necessary time to fulfil the above-mentioned purposes. In particular:

- For a maximum of 1 year for investigation on health and safety security incident and risk assessment;

- For a maximum of 10 years if an incident occurs during your visit at the data controller premises, and in any case limited to the personal data needed;

Anyhow, as regards the personal data whose processing is necessary for relation to legal obligations, that data will be preserved for the period indicated by law.

The Personal Data required for implementation of measures to reduce the risk of transmission of COVID 19 coronavirus infection will be stored in accordance with the "Protocol for the regulation of measures to combat and contain the spread of the COVID-19 virus in the workplace" adopted by the data controller.

6) Rights of the data subject

The data subject is entitled to:

- to object at any time, on grounds relating to your particular situation, to the processing of your data for the purpose indicated in point 1);

- to lodge a complaint, pursuant to Article 77 of the GDPR, with the national supervisory authority of the European Union member state in which the data subject have his/her habitual residence or place of work or where the alleged violation of your right has occurred; if that state is Italy, the person to whom you may turn is the Italian Data Protection Authority. (Garante per la protezione dei dati personali)

In addition, you may - by contacting the data controller at the above address - at any time and free of charge exercise the following rights, if the circumstances apply:

**Access rights:** allows the data subject to obtain confirmation from the Data Controller that his/her personal data are being processed and, if so, to obtain access to his/her personal data;

**Right to rectification:** allows the data subject to obtain the rectification/completion of inexact/incomplete personal data.

**Right to erasure:** allows the data subject to obtain the erasure of personal data concerning him or her in the cases allowed by law

**Right to restriction of processing:** allows the data subject, in the cases allowed by law, to obtain the restriction (namely marking