

## INFORMATIVE NOTE TO THE USERS OF THE FONDAZIONE ENI ENRICO MATTEI LIBRARY

Pursuant to article 13 of Law Decree 196/03, together with the other partners of the project that will issue their own informative notes, the Data Controller - Fondazione Eni Enrico Mattei - informs you that:

1) This regulation includes a series of obligations for the entities that “process” the personal data of other subjects (i.e. the “data subjects”);

*“processing” means any operation, or set of operations, carried out with or without the help of electronic or automated means, concerning the collection, recording, organization, keeping, interrogation, elaboration, modification, selection, retrieval, comparison, utilization, interconnection, blocking, communication, dissemination, erasure and destruction of data, whether the latter are contained or not in a data bank;*

2) To manage the reservation process for access to its library in Corso Magenta, 63 – 20123 Milan, the Fondazione needs personal information such as name, surname, e-mail address. The communication of this information is not compulsory, but instrumental to access the library. The lack of this information does not allow the management of the library reservation process.

3) To achieve the above purposes, the data will be processed manually and/or with the help of electronic or automated means used in accordance with the procedures that ensure the security and privacy conditions indicated in articles 11 and 13 of Law Decree 196/03.

All the data will be stored for the time strictly necessary to achieve the above-indicated purposes.

4) The personal data will be made anonymous for statistical purposes to assess access to the library by FEEM people.

5) For the above-mentioned purposes the Data Controller discloses some data to:

- other companies and professionals that are involved in company activities, such as video and audio recordings, legal offices, consultants and professionals in charge of ensuring that contractual obligations are complied with or to enforce the rights, interests, claims generated by the contract, to the companies that manage and maintain the information systems...
- State Administrations, public and private entities, even following inspections and verifications;
- subjects that might access your data as a result of laws or secondary or community legislation.

The subjects belonging to the above-mentioned categories, whose names are included in an updated list available from the Data Controller, act as autonomous Controllers except when they have been designated Responsible for the Data.

6) The employees and collaborators of the Data Controller, who process the data or who manage and maintain the information systems including FEEM's internet sites, and who operate as persons in charge of or responsible for the data, might become aware of your data.

### 7) Data subject's rights

*Art. 7 (Right to Access Personal Data and Other Rights))*

*1. A data subject shall have the right to obtain confirmation as to whether or not personal data concerning him exist, regardless of their being already recorded, and communication of such data in intelligible form.*

*2. A data subject shall have the right to be informed*

- a) of the source of the personal data;*
- b) of the purposes and methods of the processing;*
- c) of the logic applied to the processing, if the latter is carried out with the help of electronic means;*
- d) of the identification data concerning data controller, data processors and the representative designated as per Section 5(2);*
- e) of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.*

*3. A data subject shall have the right to obtain*

- a) updating, rectification or, where interested therein, integration of the data;*
- b) erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;*

*c) certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.*

*4. A data subject shall have the right to object, in whole or in part,*

*a) on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;*

*b) to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.*

8) The rights referred to in article 7 may be exercised by making a request to the Data Controller Fondazione Eni Enrico Mattei, as specified in this regulation, at the following address

Corso Magenta 63, 20123 Milano, e-mail [privacy@feem.it](mailto:privacy@feem.it)

The *protempore* Executive Director of the Fondazione is responsible for controlling the exercise of the rights.

You can ask the Data Controller, in accordance with regulation requirements, to obtain the updated list of people responsible for data processing.