

## **Information notice under art. 13 of EU Regulation No. 2016/679 on the protection of personal data**

European Regulation No. EU/2016/679 (hereinafter the “Regulation”) lays down the rules about the protection of natural persons regarding the processing of personal data.

The processing of your personal data shall follow the regulation on personal data protection and particularly the principles of fairness, lawfulness and transparency as required by art. 5 of the Regulation.

The library/media centre at the Trevi Cultural Centre are present in the electronic catalogue “Explora-Biblioteche dell’Alto Adige”. The catalogue enables access to the books/media via single registration using the ‘tessera sanitaria’ (healthcare card) and access to the digital content supplied by the “Biblioweb” platform.

**The Data Controller** is the Autonomous Province of Bolzano.

**The Data Processor** is the Director or person in charge of the competent Office at the office itself.

**The Data Protection Officer (DPO)** *is the person responsible identified by each individual institution.*

For libraries managed by the Province, the DPO’s contact details are as follows:

Autonomous Province of Bolzano, Building 1, “Ufficio Organizzazione” (Organisation Office), Silvius Magnago Square 1, 39100 Bolzano; Email: [rpd@provincia.bz.it](mailto:rpd@provincia.bz.it); PEC: [rpd\\_dsb@pec.prov.bz.it](mailto:rpd_dsb@pec.prov.bz.it).

### **1. Category of personal data**

The personal data processed belong to the ‘common data’ category and therefore are not sensitive data.

### **2. Processing purposes**

The data supplied will be processed manually and electronically by authorized personnel, with logical measures that ensure the confidentiality, integrity and availability of the data. They will be used for the library services, more specifically for registration, lending and statistic purposes, and for being processed in view of any further notices.

Only personal data functional to the execution of the services offered shall be used.

The provision of data allows the use of the library services. Any refusal to provide the required data will affect the proper fulfilment of the requested services.

### **3. Storage**

The data supplied will be processed by computer and telematically only for the purpose of providing the service requested and therefore will be stored exclusively until the service remains active.

### **4. Communication and disclosure of personal data (categories of recipients)**

For the fulfilment of the requested services the data may be communicated to other subjects providing support and maintenance for computer systems, such as:

- Informatica Alto Adige (SIAG): it runs the central server for the library management program Aleph 500 and is in charge of the technical support;
- ExLibris company: it runs and provides technical support for the library management software Aleph 500 and for the web catalogue “Explora”;
- Horizons Unlimited: it provides the access, consultation and assistance service for the “Biblioweb” platform;

- One-etera company: it runs the service of sending reminders and communications to the library users via SMS.

#### **5. Transfer of data**

In the event of transfer of personal data to non-EU Countries, the transfer is guaranteed by the external Data Processor who must make sure that the Countries in question are acknowledged by the European Commission as being capable of providing an appropriate level of data protection in compliance with the requirements foreseen by of the Regulation.

#### **6. Automated decision-making processes and profiling**

Data processing is not based on an automated decision-making process, profiling included.

#### **7. Rights of the data subject**

Based on current regulations, the data subject has the right to access his/her data at any time; should he/she think they are incorrect or incomplete, the data subject can ask for their rectification or completion. Similarly, he/she can ask for their erasure or restriction of processing. The Library accepts no liability whatsoever if the proper fulfilment of requested services should not be possible as a result of the exercise of these rights. Should there be issues pending towards the data subject (for example the loss of media, or return reminders), the personal data may be kept on file by the Library until the issues are solved.

#### **8. Legal remedies**

Should there be no reply within 30 days from the submission of the application, unless there is a motivated extension of the term to 60 days due to the complexity or excessive number of applications, the data subject may lodge a complaint with the Supervisory Authority (Garante) or bring an action before the jurisdictional authorities.