



Associazione Artemide A.P.S

Loc. San Faustino, 22

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****DATA PROCESSING INFORMATION****

Dear , pursuant to Articles 13 and 14 of EU Regulation 2016/679 regarding the protection of personal data ("GDPR"), we inform you of the following.

Purpose of processing and legal basis.

The Association processes your personal data exclusively for the performance of its institutional activities and in particular:

- a) for the management of the membership relationship (sending correspondence, convening meetings of bodies, internal administrative procedures) and for organizing and executing the service;
- b) to comply with legal obligations (e.g. tax, insurance, etc.) related to members of the Association;
- c) for sending (via mail, email, newsletter, mobile number, or other IT means) communications related to the activities and initiatives of the Association;
- d) regarding images/videos, for publication on the Association's website, on the Association's social networks, or in newsletters or promotional material for the institutional activities of the Association, subject to your explicit consent;
- e) regarding personal photos, for inclusion on the identification badge;
- f) for the participation of members in courses, meetings, and initiatives and for the organization and management of courses;
- g) for statistical analyses, even in aggregate form;
- h) to ensure the safety of activities by properly managing any allergies and/or health conditions.

The legal basis for processing is represented by the request for membership and the membership contract (art. 6 par. 1 lett. b GDPR), by consent to processing (art. 6 par. 1 lett. a – art. 9 par. 2 lett. a GDPR), by legal obligations to which the Association is subject (art. 6 par. 1 lett. c GDPR), public interest tasks (art. 6 par. 1 lett. f GDPR and Legislative Decree 101/2018 Art. 2-sixth, par. 2, letter s), and by the legitimate interest of the Data Controller (art. 6 par. 1 lett. f GDPR).

****Methods and principles of processing.**** Processing will take place in compliance with the GDPR and Legislative Decree no. 196/03 ("Code regarding the protection of personal data"), as well as the principles of lawfulness, fairness, and transparency, adequacy and relevance, using both paper and electronic means, by persons authorized by the Association and with the adoption of appropriate protective measures to ensure the security and confidentiality of the data. No automated decision-making processes will be carried out.

****Necessity of provision.**** The provision of personal and contact data is necessary as it is closely related to the management of the membership relationship. Consent for the use of images/videos and for the dissemination of data on the institutional website and in the other means described above is optional.

****Communication of data and transfer abroad.**** Data may be communicated to other members for the purposes of organizing and executing the service. Data may be communicated to parties responsible for carrying out activities that the Association is required to perform by law and to all those individuals and/or legal entities, public and/or private, when the communication is necessary or functional to the performance of institutional activities (trainers, Local Authorities, companies that take care of IT maintenance, companies organizing courses, etc.). Data may be transferred to recipients based outside the EU who have entered into agreements to ensure an adequate level of protection of personal data or, in any case, after verifying that the recipient guarantees appropriate protective measures. Where necessary or appropriate, the parties to whom the data is transmitted for the performance of activities on behalf of the Association will be appointed as Data Processors (external) pursuant to art. 28 GDPR.

****Data retention period.**** Data will be used by the Association until the termination of the membership relationship. After that date, they will be kept for archival purposes, legal, accounting, or tax obligations, or for the needs of protecting the Association, excluding communications to third parties and dissemination, applying the principles of proportionality and minimization.

****Rights of the data subject.**** As a data subject, you are guaranteed all the rights specified in Articles 15 - 20 GDPR, including the right to access, rectification, and deletion of data, the right to restriction and objection to processing, the right to withdraw consent to processing (without prejudice to the lawfulness of processing based on consent obtained prior to withdrawal), as well as the right to lodge a complaint with the Data Protection Authority if you believe that the processing concerning you violates the GDPR or Italian law. The aforementioned rights can be exercised by written communication sent via email, certified email, or fax, or by registered mail to the Association's headquarters.

****Data Controller.****

The data controller is the Association Artemide APS, located in Loc. San Faustino, 22 - 05018 Orvieto TR –
Email ilcerquosino@gmail.com

****CONSENT FORM FOR DATA PROCESSING****

I, the undersigned: _____ Born in: _____

on: _____ Residing in: _____

Email: _____ Tel: _____

adult

parent 1 _____

parent 2 _____

legal guardian of the minor _____

Having read the information on personal data processing pursuant to art. 13 of EU Reg. 679/206, I authorize the Association Artemide APS to process my personal data for the following purposes:

1. Use of photos/videos taken during activities for dissemination and promotion purposes.

I GIVE CONSENT

2. Processing of health data (e.g. allergies, conditions for safety of activities):

I GIVE CONSENT

Place and date: _____

Legible signature: _____

Signature parent 1 _____

Signature parent 2 _____

Legal guardian _____

****Declaration by the authorizing parent in case of a minor****

I, the undersigned [NAME AND SURNAME], parent of the minor [NAME], declare and authorize the above, taking full responsibility for the knowledge and consent of the other parent. I expressly relieve Artemide from any civil and criminal liability arising from possible disputes.

Date, Place, and Signature

****INTERNAL PRIVACY POLICY OF THE ASSOCIATION****

*****Who we are and what we do with your personal data?*****

The ARTEMIDE APS association, located at Località San Faustino 22 - 05018, Orvieto (TR) – Italy, VAT: 007735970550, Tax Code, hereinafter the Data Controller, protects the confidentiality of your personal data and guarantees the necessary protection against any event that may put it at risk of violation.

To this end, the Data Controller implements policies and practices regarding the collection and use of personal data and the exercise of rights recognized by applicable law. The Data Controller regularly updates the policies and practices adopted for the protection of personal data whenever necessary and in any case in the event of legal and organizational changes that may affect the processing of your personal data.

*****What data and for what purpose does the Data Controller collect?*****

The Data Controller collects and/or receives various types of information concerning you:

1. Navigation data;
2. Data communicated by the user;
3. Cookies and other tracking systems;

Navigation data, such as IP address and visited pages, are automatically collected during browsing this site; they are used by the Data Controller for the management of the site itself and for its security. The Data Controller processes, also through its suppliers, your personal, IT, or traffic data collected or obtained in case of services displayed on the website in a strictly necessary and proportionate manner to ensure the security and capacity of a network or servers connected to it to withstand, at a certain level of security, unforeseen events or unlawful or malicious acts that compromise the availability, authenticity, integrity, and confidentiality of personal data stored or transmitted.

To this end, the Data Controller provides procedures for managing personal data breaches (data breach).

Data communicated by the user through the completion of forms on the site involves the acquisition of the sender's contact data, necessary to respond, as well as all personal data included in the communication.

Specific information will be published on the pages of the Data Controller's sites prepared for data collection (Forms).

The methods of use of Cookies are described in the Cookies Policy.

*****Social buttons*****

The Data Controller's sites feature special "buttons" (known as "social buttons/widgets") that depict icons of social networks (e.g. Facebook, Instagram, LinkedIn). These buttons allow users navigating the sites to interact with a "click" directly with the social networks and other websites depicted therein. In this case, the social network and other websites acquire the data related to the user's visit, while the Data Controller will not share any navigation information or user data collected through its site with social networks and other websites accessible via the Social buttons/widgets.

*****What happens if you do not provide your data?*****

Navigation data are automatically acquired during access to the site. It is not possible to visit the site without releasing navigation data. Regarding cookies, we invite you to consider the consequences resulting from deselecting individual cookies, as stated in the cookie policy. Finally, regarding data directly communicated by the user through contact forms, please refer to the information provided within the forms themselves.

*****How and Where*****

Your personal data will be processed within the European Union using IT/manual tools for which we have implemented appropriate security measures and with the assistance of our collaborators duly authorized and trained for this purpose. Our association processes personal data according to the principles of lawfulness, fairness, transparency, minimization, integrity, and confidentiality. We are committed to managing all information responsibly and securely to protect the privacy of all individuals involved in the associative activities.

We have trained the people responsible for data management to operate consciously and in accordance with the regulations. Data are protected both on physical and digital supports: they are stored in locked cabinets, accessible only to authorized persons, and saved on IT devices protected by complex passwords and backup systems.

To reduce the risk of theft or unauthorized access, we adopt further measures. In communications via WhatsApp, we use ephemeral messages (which self-destruct after a preset time), thus avoiding the accumulation of sensitive data in chats. For email, we also follow specific precautions, such as using secure accounts, protected attachments, and periodically deleting messages containing personal data.

Our commitment to privacy management is constant, concrete, and oriented towards the protection of individuals who entrust us with their data.

The Data Controller, where necessary, will have the right to move servers even outside the EU. In such cases, the Data Controller assures that the transfer of data outside the EU will take place in accordance with applicable legal provisions, for example, through the adoption of standard contractual clauses

provided by the European Commission that ensure an adequate level of protection of personal data even outside the EU.

*****How long*****

The Data Controller processes access log data for a maximum of 7 days. Regarding data related to cookies, please refer to the Cookies Policy. Regarding data directly communicated by the user through contact forms, you can learn about retention times by consulting the information provided within the forms themselves.

*****What are your rights?*****

Essentially, at any time and at no cost and without particular formalities for your request, you can:

- obtain confirmation of the processing carried out by the Data Controller;
- access your personal data and know its origin (when the data is not obtained directly from you), the purposes and aims of processing, the data of the subjects to whom they are communicated, the retention period of your data or the criteria useful for determining it;
- update or rectify your personal data so that they are always accurate and correct;
- delete your personal data from the databases and/or the Data Controller's backup archives in the case, among others, where they are no longer necessary for the purposes of processing or if the processing is deemed unlawful, and always if the conditions provided by law are met; and in any case, if the processing is not justified by another equally legitimate reason;
- restrict the processing of your personal data under certain circumstances, for example, where you have contested its accuracy, for the time necessary for the Data Controller to verify its accuracy. You must be informed, in due time, when the suspension period has ended or the reason for the limitation of processing has ceased, and therefore the limitation itself revoked;
- obtain your personal data, if received or processed by the Data Controller with your consent and/or if their processing occurs based on a contract and using automated tools, in electronic format also for the purpose of transmitting them to another data controller.

The Data Controller must proceed accordingly without delay and, in any case, no later than one month from receiving your request. The term may be extended by two months if necessary, taking into account the complexity and number of requests received by the Data Controller. In such cases, the Data Controller, within one month of receiving your request, will inform you and notify you of the reasons for the extension.

To exercise your rights, you can send your request to ilcerquosino@gmail.com.

*****How and when can you object to the processing of your personal data?*****

For reasons related to your particular situation, you can object at any time to the processing of your personal data by sending an email to the Data Controller at ilcerquosino@gmail.com.

You have the right to delete your personal data if there is no overriding legitimate reason compared to the one that gave rise to your request.

****To whom can you lodge a complaint?****

Without prejudice to any other action in administrative or judicial proceedings, you can lodge a complaint with the Data Protection Authority, unless you reside or carry out your work activity in another Member State. In the latter case, or if the violation of data protection legislation occurs in another EU country, the competence to receive and address the complaint will lie with the supervisory authorities established there.

Any updates to this information will be communicated to you promptly and through appropriate means, and it will also be communicated to you if the Association will proceed with the processing of your data for purposes other than those stated in this information.

****CHILD PROTECTION POLICY - child-friendly****

****Who is Artemide and why do we care about protecting you?****

We are an association that has been working for over 25 years with children, young people, and adults. We organize activities to learn, feel good together, and respect nature. We believe that every person, big or small, has the right to a safe place to grow. That's why we have written these rules to protect children and young people from all forms of violence, abuse, or exploitation.

****Our commitments****

1. No one should harm you. Everyone must treat you with respect.
2. No one can use you for their own purposes. Exploitation is prohibited.
3. Those who work with you are trained and checked. Adults must have valid documents.
4. Your data (name, photos, personal stories) are protected. No one can publish them without the written permission of your parents.
5. Those who work with you must follow proper conduct. They have signed a Code of Conduct with clear rules.
6. You can report if you feel unwell or uncomfortable. We have people who will listen to you and help you.

****How you can ask for help****

If something does not make you feel good, if you are afraid, if someone treats you badly, or if you simply want to share something that worries you, you can:

1. Talk to a reference adult

An educator, a staff member of Artemide. You can ask, "Can I talk to you about something that bothers me?"

2. Write a message

You will find a suggestion box in the place where activities take place.

You can write an anonymous message, without putting your name. Write what happened to you or what you saw.

3. Contact the Child Protection Officer (CPO)

The name and phone number are posted on the bulletin board or on the Artemide website. You can:

- Call +39 339 725 6575
- Send a message or an email to barbarapeglia@gmail.com

The CPO will listen to you with respect, without judging you, and will protect your privacy. If necessary, they will talk to the competent and authorized people to help you.

*****Safe environments*****

All activities take place in places where there are trained adults who ensure that no one gets hurt. You are never left alone, and if you feel uncomfortable, you can always say so. Our Association activates a system that can ensure proper care if you get hurt. Every operator who works with you is trained to provide you with the medical help you need as quickly as possible.

*****What adults MUST NOT do*****

Educators and volunteers MUST NOT:

- Yell, insult, or use violence
- Touch inappropriately
- Take photos or videos without permission
- Speak poorly of other children or make fun of them
- Offer gifts or ask you to keep secrets
- Write to you privately or meet you alone outside activities

*****Every 2 years we check that everything is right*****

We update these rules by talking with children and young people to understand what to improve. Your voice is important!

*****Do you want to help us protect other children?*****

Participate, suggest, make your voice heard. Together we can make every space safer for everyone.

Place and date: _____

Legal Representative: _____