

Data Subject Rights Request Form (Articles 15-22 of EU Regulation 2016/679)

Dear User,

The European Union's General Data Protection Regulation (GDPR) grants you the option to exercise the following rights regarding your personal data:

1. **ACCESS** — request confirmation as to whether or not personal data concerning you is being processed (Art. 15) and obtain specific details about the processing, such as:
 - a. the purposes of the processing;
 - b. the categories of personal data concerned;
 - c. the recipients or categories of recipients to whom the personal data has been or will be disclosed, particularly recipients in third countries or international organizations;
 - d. where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e. any available information as to their source where the personal data is not collected from the data subject;
 - f. the existence of automated decision-making, including profiling (Art. 22, paras. 1 and 4), and the envisaged consequences of such processing for the data subject.
2. **RECTIFICATION** — correct any inaccurate or incomplete personal data (Art. 16).
3. **ERASURE** — request erasure of personal data or the application of the "right to be forgotten" (Art. 17).
4. **RESTRICTION** — limit or restrict the processing of your personal data (Art. 18).
5. **DATA PORTABILITY** — receive your personal data in a structured, commonly used, and machine-readable format, or, where technically feasible, request direct transmission from one controller to another (Art. 20).
6. **OBJECTION** — object to the processing of personal data (Arts. 21 and 22).
7. **WITHDRAWAL OF CONSENT** — withdraw consent for data processing (Art. 7).



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I, the undersigned Data Subject:

First and Last Name

Tax Code / Fiscal Code

Place and Date of Birth

Mailing Address

Phone Number

Email / Certified Email (PEC)

Hereby Requests:

Access ☐ Rectification ☐ Erasure ☐ Restriction ☐ Portability ☐ Objection ☐

or Withdrawal of Consent in relation to:

Personal Data ☐

Category of Data ☐

Processing Operations ☐

For the following reasons ☐

Notes ☐

Please remember to attach a copy of your identity document along with this form.

We will promptly acknowledge receipt of your request and provide a response as soon as possible (and no later than one month). To facilitate the exercise of your rights and enable a timely response from the Museum, simply complete this form and send it to:



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DATA CONTROLLER:

Museo Tattile Statale Omero

Registered Office: Banchina Giovanni da Chio, 28 - 60121, Ancona(AN)

VAT No. / Tax Code: 02629770427

Telephone 071 28 11 935 - Fax 071 28 18 358

Email: info@museoomero.it Website: www.museoomero.it

DATA PROTECTION: Lawyer Massimiliano Galeazzi

Email / Certified Email (PEC): info@studiolegalemcg.it / museoomero@legalmail.it

Privacy Notice on the Exercise of Data Subject Rights

Articles 13-14 of EU Regulation 2016/679 (GDPR)

Dear User,

The Museum, in its capacity as Data Controller of the personal data collected through this form, wishes to clarify that the processing is intended to recognize and guarantee the benefits provided for by EU and national legislation regarding the protection of personal data, with specific reference to the rights set forth in Articles 15 et seq. of the GDPR, as implemented in the Italian legal system by current regulations.

What is the purpose of the processing?

We process your data to fulfill and follow up on your requests concerning your personal data rights.



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To protect the confidentiality of the data provided, offer adequate security, and minimize the data being processed, the personal data supplied will be registered, stored, and processed in compliance with the security measures adopted by the Museum.

These procedures aim to implement suitable safeguards to protect the rights and freedoms of the data subject against unauthorized access.

What is the legal basis for processing?

Pursuant to Art. 6, para. 1, point (c) of the GDPR, the processing is necessary for compliance with a legal obligation to which the Data Controller is subject.

From whom do we collect the data?

Whenever possible, we always collect personal data directly from the data subject.

If required for managing the relationship with data subjects, we may occasionally request information from public entities or perform searches in public registries and/or databases.

What categories of data do we process?

In addition to standard personal or contact details, processing may involve special categories of personal data pursuant to Art. 9 of EU Regulation 2016/679. This includes personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health, or data concerning a person's sex life or sexual orientation, or personal data relating to criminal convictions and offenses or related security measures, as provided by you or acquired by the Museum during our



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relationship. When submitting a rights request, providing your personal data is mandatory and necessary to manage the request and its administrative process.

To whom do we disclose personal data?

Data is processed at the registered and operational headquarters of the Data Controller and at any other location where the parties involved in the processing are located. Data will not be disclosed to third parties unless you explicitly request it when exercising—where applicable—the right to data portability pursuant to Art. 20 of the GDPR, as implemented in current national legislation. Personal data will not be subject to profiling or automated decision-making processes.

Where applicable, data may be communicated to external companies performing outsourced services on behalf of the Data Controller, in their capacity as Data Processors.

How do we process the data?

Processing is carried out in compliance with the legal obligations established by EU Regulation 2016/679 (as implemented by current national law). Therefore, if the requested data is not provided or if statutory restrictions on the exercise of rights apply, it may not be possible to ensure the full exercise of your rights.

Is data transferred to non-EU countries?

The data provided will not be transferred to third countries outside the European Union that do not offer personal data protection standards aligned with the GDPR. Furthermore, we specify that your data will not be disseminated to unauthorized third parties or used for purposes other than those set out in this privacy notice.



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How long do we store the data?

The data related to this request will be retained by the Administration until the completion of the procedure regarding the exercise of the aforementioned rights, in accordance with statutory requirements. Data will be erased once the procedure is finalized, provided there are no remaining interests to safeguard in judicial or extrajudicial proceedings.

What are your rights?

In addition to exercising the rights mentioned above, data subjects retain the right to lodge a complaint with the Data Protection Authority regarding the processing of their personal data carried out by the Museum.

In the event of major changes, prior notice will be provided through institutional communication channels.

Please visit our website: www.museoomero.it