

NOTICE ON THE PROCESSING OF PERSONAL DATA

(Article 13 of EU Regulation 679/2016)

The National Institute for Documentation, Innovation and Educational Research wishes, through this notice, to provide you with information regarding the processing of your personal data in accordance with Article 13 of EU Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data (hereinafter referred to as the “Regulation” or “GDPR”)

The processing of your personal data will be based on the principles of fairness, lawfulness and transparency, and the protection of the privacy and rights of data subjects.

Data Controller

The Data Controller is **INDIRE**, the National Institute for Documentation, Innovation and Educational Research, with registered office at Via Michelangelo Buonarroti 10, Florence, Italy, fax 055-2380395, certified email indire@pec.it .

Data Processor

The Data Processor, appointed by the Data Controller pursuant to Article 28 of Regulation (EU) 679/2016, is the company **CICCARELLI S.R.L.**, tax code 00354100604, with registered office in Fiuggi, Via Armando Diaz no. 29/33, email: amministrazione@cst-cicarelli.it , which has been entrusted with the management of the online environment and digital platform for events promoted by the Indire Erasmus+ National Agency

Data Protection Officer (DPO)

The Data Protection Officer appointed by INDIRE can be contacted at the email address dpo@indire.it

Purpose of processing and legal basis

The data provided will be processed for the following purposes:

- to register participants for the event entitled: “**Collaborative Learning Communities for Redesigning Primary Education Towards Innovative & Sustainable Learning Environments (ISLE)**”, which will take place on 6 and 7 May 2026 in the “Sant’Apollonia” hall, Via San Gallo 25, Florence;
- to carry out activities related to the organisation of the event organised by INDIRE;
- to fulfil the institutional purposes of the National Institute for Documentation, Innovation and Educational Research (“INDIRE”), and in particular for statistical and scientific, educational and didactic research purposes;

The legal basis for the processing of personal data is the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller pursuant to Article 6(1)(e) of Regulation (EU) 2016/679.

Methods of processing

All data is processed primarily using automated IT procedures on servers located at INDIRE’s premises or through storage in AGID-certified CLOUD systems. Data may also be processed by non-electronic means, using manual tools.

Provision of data and consequences of refusal

The provision of personal data is optional. Failure to provide data, or the provision of incomplete or inaccurate data, may make it impossible for the data subject to register for events and access the services

provided by the platform. In any case, only data relevant to the purposes and not excessive in accordance with the principle of data minimisation provided for by the GDPR will be processed.

Communication and dissemination of personal data

Personal data collected may be processed by the following categories of recipients, including service providers who, where necessary, will be appointed as **Data Processors pursuant to Art. 28 of the GDPR** to ensure compliance with privacy regulations.

- INDIRE employees or contractors authorised to process personal data;
- employees or collaborators of third parties appointed for this purpose as Data Processors or Sub-Processors (including, in particular, CICCARELLI S.R.L), or persons appointed to carry out maintenance operations in their capacity as persons authorised to process personal data, in relation solely to the data necessary for the performance of the assigned tasks;
- parties to whom the data must be disclosed in compliance with an obligation laid down by law, a regulation or EU legislation;

The data collected in connection with this event will be disclosed to the Project Coordinator (University of Cyprus). Such transfer will take place exclusively in aggregated form and solely for the purposes of drafting reports and reporting on project results.

With regard to information relating to the “E-MINERVA” platform used to manage the event, please refer to the specific privacy policy published by the service provider on the webpage <https://www.cst-cicarelli.it/privacypolicy/>

Transfer of personal data to third countries or international organizations

INDIRE does not currently plan to transfer any of the personal data processed to countries outside the EU.

Existence of automated decision-making processes

No automated processing or profiling of the personal data provided is carried out.

Data retention period

Data will be retained for as long as necessary to fulfil the purposes for which it was collected. In any case, the data retention period shall not be shorter than the duration of the project to which the processing relates. This period is determined to ensure the proper retention of data on paper or in electronic form for the number of years specified by current EU and national regulations governing the retention of administrative and accounting records.

Specific security measures are observed to prevent data loss, unlawful or incorrect use, and unauthorised access.

Rights of the data subject

Regulation (EU) 679/2016 grants data subjects the following rights:

- a. right of access (Article 15 of Regulation (EU) 679/2016), namely to obtain, in particular
 - confirmation of the existence of personal data;
 - information regarding the origin and categories of personal data, the purposes and methods of their processing;
 - the logic applied in the case of processing carried out with the aid of electronic tools;
 - the contact details of the data controller, the data processor and the recipients or categories of recipients to whom the data have been or may be disclosed;
 - the retention period;
 - the right to rectification, erasure or restriction of the processing of personal data;
 - the right to object to their processing;
 - the right to lodge a complaint with the Data Protection Authority;
- b. the right to rectification (Article 16 of Regulation (EU) 679/2016);

- c. the right to erasure (Article 17 of Regulation (EU) 679/2016);
- d. the right to restriction of processing (Article 18 of Regulation (EU) 679/2016);
- e. the right to object (Article 21 of Regulation (EU) 679/2016);
- f. the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning them or similarly significantly affects them (Article 22 of Regulation (EU) 679/2016).

In relation to the processing of data concerning you, you may contact the Data Controller to exercise your rights in the cases provided for.

Data subjects who consider that the processing of their personal data is carried out in breach of the provisions of EU Regulation 679/2016 have the right to lodge a complaint with the Italian Data Protection Authority, based in Rome, Piazza Venezia 11, official website of the Authority www.garanteprivacy.it.