












	CONTROLLER	CIRA S.c.p.a Via Maiorise 81043 CAPUA (CE), Tel: +39 0823.623001 e-mail: presidenza@cira.it cirascpa@legalmail.it				
	DATA PROTECTION OFFICER (DPO)	e-mail: rpd@cira.it . rpd.cira.it@legalmail.it				
PERSONAL DATA PROCESSED						
	Personal data shown in the ID card, as well as the image displayed and / or recorded through the company's CCTV systems and possibly the IP address, the serial number of any IT equipment owned by the visitor, the ID to access the guest WI-FI network (if requested by the visitor) and the related navigation data. In some case: 1) special categories of personal data for purposes related to the well-being of visitors (i.e.: Organization of events, health emergencies); 2) images and audio/video recordings, taken at events organized at CIRA; 3) data necessary for payments management (e.g. online and via POS, for registration/participation in scientific events).					
	SHORT INFORMATION VIDEO SURVEILLANCE: (the complete regulation is available on request) In Campus CIRA are installed security cameras, duly identified, for security purposes and safeguarding of assets. The cameras are installed outdoors, in the conference area and at the entrance to the technical rooms of the LCS building and do not capture workplace images. Images are recorded 24 hours a day, 7 days a week and are retained for a period of 72 hours. Live filming are transmitted to the control room, where unauthorized people are prevented from entering. In case of need and exclusively for the intended purposes, the viewing of the recorded footage is allowed only to authorized people, in the following way: Images related to working hours (from 7:30 to 19:00) recording can only be consulted following the filling of an express register, preserved by the surveillance staff. Images registered out of working hours (including weekends and company closings), recordings can be consulted even without filling the register. MANAGEMENT OF VISITS: The personal data issued by the data subject at the registration or in advance (in the case of organized visits, events, conferences, etc.), are used exclusively for managing the visit and for any publications with the purpose of scientific dissemination and for the time strictly necessary to complete the related obligations.					
	THE PURPOSES OF THE PROCESSING		LEGAL BASIS FOR THE PROCESSING		PERSONAL DATA STORAGE PERIOD	
Purposes related to the identification of the Data Subject for the management of the visit and for the related impacts on the control of physical and logical accesses and video surveillance.		Legitimate Interest			Video Surveillance: 72 hours from registering images. Visitor Access The data in paper form are stored in a safe by the reception staff up to a maximum of 5 years to allow any checks by the judicial authorities and for internal audits. Internet Access LOG One year for visitors who request Internet access via the CIRA guests WI-FI network	

	THE PURPOSES OF THE PROCESSING		LEGAL BASIS FOR THE PROCESSING		PERSONAL DATA STORAGE PERIOD
	For purposes related to the management of scientific events organized at CIRA, for the management of visits to the Centre's laboratories and for business meetings		Legitimate Interest		5 years, to allow for any judicial controls and for internal audits. After this period, paper-based data shall be destroyed and digital data anonymised
	For purposes related to the well-being of visitors (i.e.: Organization of events)		Consent		Special health data shall be deleted at the end of the visit.
	Purposes of documentation of institutional activities: audio/video/photographic recordings may be made for institutional, archival and communication purposes included: events, conventions, conferences, seminars, training sessions, presentations, reports, drafting of projects, compilation and reporting documents, creation of information material, communication activities on institutional channels and/or through the local, national and international press and through websites and social networks.		Consent It should be noted that the provision of data for the indicated purposes is optional. However, failure to grant consent will make it impossible to participate in the event. This consent is expressed: 1. <u>in events organized by CIRA</u> : through the voluntary act of the interested party to participate in the event, during which a photographic or video shooting service has been activated. These events will be clearly identified with a specific information. 2. <u>in all other cases</u> : by filling in the appropriate registration form and/or the release form for audio/video/photographic recordings.		The audio-video-photographic footage will be kept to document the activities described in the purposes. The data collected will be stored in the CIRA archives to have a historical memory of institutional events and activities and, if necessary, for any periodic historical publications. The storage will be carried out for a time, in any case not exceeding the achievement of the purposes for which they are processed and/or for the time necessary to comply with legal obligations.
	For purposes related to health emergencies		Legal Obligation		5 years, to allow the reconstruction of events in case of appeal/claim for compensation. After this period, paper-based data shall be destroyed and digital data anonymised
	By event for internal control management (audit)		Legitimate Interest		The data are kept for the time necessary to complete the audit and the related analysis and sharing activities with the requesting control bodies.
	If necessary, to ascertain, exercise or defend the rights of the Data Controller in court		Legitimate interest of the controller. The processing is necessary for the establishment, exercise or defence of legal claims.		The data will be kept for the duration of the action, until the expiration of the terms of the appeal. After these terms, the Data in paper format are kept in safe and the data in digital format are encrypted. These data will be made available again only for any need to be provided to judicial authorities and/or for internal controls (audit).

	<p>OBLIGATION TO SUPPLY THE DATA</p> <p>The provision of data is mandatory (except for the data whose consent is required); the refusal to provide such data shall not allow the visit.</p>
	<p>RECIPIENTS OF THE PERSONAL DATA</p> <p>The data can be communicated to subjects operating as independent data controllers, such as supervisory and control authorities and any public or private subjects entitled to request data.</p> <p>Subjects designated as Data Processors, including companies hired for maintenance services of the video surveillance system, access control system and canteen services, event management, registration requests and related payments.</p>
	<p>PERSONS AUTHORIZED TO TREATMENT</p> <p>Employees pursuing the aforementioned purposes of the processing and who have been authorized to process the data, receiving adequate operative instructions.</p>
	<p>RIGHTS OF THE DATA SUBJECT - RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY</p> <p>By contacting the Data Protection Officer by e-mail at: rpd@cira.it, data subjects can:</p> <ul style="list-style-type: none"> • request Data Controller access to their own personal data, cancellation of data, correction of incorrect data, integration of incomplete data, as well as limitation of treatment; • oppose at any time, for reasons connected with his particular situation, to the processing of their own personal data; • receive personal data concerning them in a structured, commonly used and readable format by automatic device and to transfer such data to another data controller ("right to data portability"); • withdraw the consent at any time. <p>The data subject has the right to lodge a complaint with a competent supervisory authority.</p>

This "Visitors" Information is always updated and available at the address <https://www.cira.it/it/privacy/en/visitors.pdf>