

**PROTECTION OF PHYSICAL PERSONS IN THE PROCESSING OF THEIR PERSONAL DATA**

*Regulation (EU) 2016/679, art. 13*

The processing of personal data is subject to the principles of lawfulness, correctness and transparency in order to protect the fundamental rights and freedoms of physical persons. In view of this, please note the following:

1. The data is held by the Italian Ministry of Foreign Affairs and International Cooperation, acting in this instance through the Embassy of Italy in London, 14 Three Kings Yard, London W1K 4EH, email [ambasciata.londra@esteri.it](mailto:ambasciata.londra@esteri.it), telephone +44(0)2073122200
2. There is a person responsible for the protection of personal data at the Italian Ministry of Foreign Affairs. In the event of queries or complaints, this person can be contacted at: Ministero degli Affari Esteri e della Cooperazione Internazionale, Piazzale della Farnesina 1, 00135 Rome, tel. +39 06 36911 (switchboard), email: [rpd@esteri.it](mailto:rpd@esteri.it); certified email: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it).
3. The personal data requested are necessary for the selection of the economic operator for the award of the contract.
4. Providing the data is obligatory under Italian regulations and refusal to provide them will entail the exclusion of the candidate from the selection or award procedure.
5. The data will be processed manually or digitally by specially appointed staff members.
6. The data will be passed to the internal and external supervisory bodies of the Italian Ministry of Foreign Affairs. In signing this Appendix, you also give your consent for the data to be passed to the local competent authorities for verification.
7. The data are held for a maximum of five years from the moment when the contractual relationship ends due to completion of the work or for any other reason, including termination for breach of contract. This term is suspended, however, in the event of legal proceedings.
8. You may request access to your personal data, and ask for them to be rectified if necessary, by submitting a request to the Embassy of Italy (contact details in point 1 above). You must also notify the person responsible for data protection at the Ministry of Foreign Affairs that this request has been made (contact details in point 2).
9. If you believe that your rights have been violated, you may file a complaint with the person responsible for data protection at the Ministry of Foreign Affairs (contact details in point 2). Alternatively, you may apply to the Italian data-protection authority (Piazza di Monte Citorio 121, 00186 Rome, tel. +39 06 696771 (switchboard), email: [garante@gpdp.it](mailto:garante@gpdp.it), certified email: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it) or to the judicial authorities.

*[Place, date]*

I confirm that I have read and accept  
the information in this document

Signature:.....