



Municipality of Reggio Emilia Via Farini 3 - 42121 Reggio Emilia
☎ +39 0522 456084 - ✉ panizzi@comune.re.it - Internet: www.bibliotecapanizzi.it

Authorisation of registration for minors

I, the undersigned (parent):

First name _____ Last name _____

born on _____ in _____

type of document _____ No. _____ issued by _____

date and place of issue _____ deadline _____

as parent or person exercising parental authority, aware of the responsibility to comply with the library rules:

authorise you to register in the library and use all free services

my son/daughter:

First name _____ Last name _____

born on _____ in _____

resident at _____ no. _____

city _____ postal code _____

telephone _____ e-mail _____

tax code _____

Children up to the age of 5 (0-5) are only allowed to loan material from the Children's Rooms.

The loss or theft of a library card must be promptly reported by phone or in person at any Library location.

Personal data will be processed in accordance with the European Regulation 679/2016.
I declare that I have read the information notice.

Date

Signature

**INFORMATION REGARDING THE PERSONAL DATA PROCESSING POLICY
IN ACCORDANCE WITH ART.13 OF EUROPEAN REGULATION 679/2016**

1. Premise

In accordance with art.13 of the European Regulation n.679/2016, the Municipality of Reggio Emilia, as "owner" of the processing, is required to provide information on the use of your personal data

2. Holder of the processing of personal data

The Data Controller for the processing of personal data referred to in this notice is the Municipality of Reggio Emilia, with registered office in Reggio Emilia, Piazza Prampolini no. 1, postal code 42121, tel. 0522/456111, email: privacy@comune.re.it, certified email: comune.reggioemilia@pec.municipio.re.it

3. Responsible for the protection of personal data

Data Protection Office for the Municipality of Reggio Emilia is located in Reggio Emilia, Piazza Prampolini no. 1, postal code 42121, tel. 0522/456111, email: dpo@comune.re.it

4. Managers of the treatment

The Municipality of Reggio Emilia may use third parties to carry out activities and related processing of personal data of which the Municipality is entitled. In accordance with the provisions of art. 28 of EU Regulation 679/2016 with these subjects, the Municipality signs contracts that bind the Data Processor to comply with the law.

For the processing relating to the management of personal data for registration and use of library services implemented by the Provincial Library System, the Province of Reggio Emilia, IBACN/Regione Emilia Romagna and the SIC Provider are responsible.

The Municipality of Reggio Emilia has not appointed Data Processors for the processing of any other personal data.

5. Subjects authorised to treatment

Your personal data are processed by internal staff previously authorised and designated as the person in charge of the processing, who are given appropriate instructions on measures, mechanisms, modus operandi, all aimed at the concrete protection of your personal data.

6. Purpose of the processing

Personal data will be processed by the Municipality of Reggio Emilia for the following purposes: management of all functions relating to registration, access and use of library services provided by the Provincial Library System

7. Legal basis of the processing

The processing of your personal data is carried out by the Municipality of Reggio Emilia for the performance of a task of public interest or connected to the exercise of public authority, therefore, pursuant to art. 6 paragraph 1 letter e) of the European Regulation 679/2016 does not require your consent.

Your personal data are processed by the Municipality of Reggio Emilia exclusively for the purposes that fall within the institutional duties of the Administration and to fulfil any legal, regulatory or contractual obligations.

The processing of your personal data takes place according to the following legislation: Regional Law no. 18 of 24 March 2000. - Please also refer to:

- Provisions for membership and loan services (2018 last update, under revision for transition to the Provincial Library System);

- Statement of Library Services (2012);

- Regulation of the Municipal Library Service (2010)

8. Recipients of personal data

Your personal data are not subject to disclosure.

9. Transfer of personal data to non-EU countries

Your personal data are not transferred outside the European Union, except in cases provided for by specific regulatory obligations.

10. Retention Period

Your data are kept for a period not exceeding that necessary for the pursuit of the aforementioned purposes. To this end, also through periodic checks, the strict relevance, non-excess and indispensability of the data with respect to the relationship, the service or the ongoing assignment, to be established or terminated, is constantly checked, also with reference to the data that you provide on your own initiative. The data that, even following the verifications, are excessive or irrelevant or not indispensable, are deleted, except for the possible conservation, by law, of the deed or document that contains them.

11. Your rights

As an interested party, you are entitled:

- to access to personal data;
- to obtain the correction or cancellation of the same or the limitation of the processing that concerns them;
- to oppose the treatment;
- to propose a complaint to the Authority for the Protection of Personal Data.

To exercise the above rights, you can contact:

- **the Data Protection Officer of the Municipality of Reggio Emilia**, with registered office in Reggio Emilia, Piazza Prampolini no. 1, postal code 42121, tel. 0522/456111, email address: dpo@comune.re.it

- **the Data Controller**: Municipality of Reggio Emilia, with registered office in Reggio Emilia, Piazza Prampolini no. 1, postal code 42121, Tel. 0522/456111, mail: privacy@comune.re.it, certified email: comune.reggioemilia@pec.municipio.re.it

12. Provision of data

The provision of your data is optional, but necessary for the purposes indicated in point 6. Failure to provide the following data, identified as *mandatory* will therefore result in your non-registration and access to library and interlibrary loan services (as per the 'Specification of library loan procedures for the UOC Libraries facilities', approved by Executive Determination 5731 of 28.03.2011)

First and last name

Date of birth

Residence and/or domicile (place, street, house number)

Telephone number

Tax code

We also inform you that the personal data you provide may be processed exclusively for the purposes related to the service for which they are requested, including their use in aggregate form for the processing of statistics on loans, consultation and access, both at library and library system level.