

4.3 Information on the processing of personal data

WHAT

The Information on the processing of personal data tool is the written document through which the institution responsible for the process treats the individual's personal data and inform him/ her about the purposes and methods of the processing.

The document is drawn in compliance with article 13 of the European Regulation n. 679/16 and with the different national laws in use in the countries of the project partnership.

WHY

The Information on the processing of personal data tool is used to legitimize the collection and use of personal data.

In general, it is possible to collect and treat someone's personal data only upon consent of the interested party. If treatment occurs without consent it is severely sanctioned since it constitutes an irregular processing of data.

The Information on the processing of personal data tool is therefore compulsory due to the fact that the personal data of others can be collected and managed only with the consent of the concerned person, that is to say with the authorization of the owner of the data exclusively.

To grant people's privacy, one of the most important aspects to be taken into consideration is to inform the interested parties, either verbally or through a written document (information note), on the reason why the data is collected and on the methods and logic applied to their treatment. This being the most relevant statement of the privacy legislation, as well as the cornerstone of the European Regulation (Reg. n° 679/2016).

WHO

The IVC operator is responsible for the completion of the tool.

After having received all information from the IVC operator and having read the document, the individual can decide to authorize or not the processing of his/her personal data as well as the use of images and videos taken and produced during the IVC process by subscribing the document.

WHEN

RECEPTION PHASE.

The Information on the processing of personal data tool is used during the first meeting between the IVC operator and the individual.

The information must be given to the individual by the IVC operator before starting the processing of personal data.

WHERE

The tool is used where the reception meeting between the IVC operator and the individual takes place.