



ACCADEMIA NAZIONALE DEI LINCEI

INFORMATION ON THE PROCESSING OF PERSONAL DATA RELATED TO THE ARCHIVING AND PRESERVATION ACTIVITIES OF THE HISTORICAL ARCHIVES OF THE ACCADEMIA NAZIONALE DEI LINCEI

WHAT IS THE PURPOSE OF THIS INFORMATION

In compliance with Articles 13-14 of Regulation (EU) 2016/679 (hereinafter "Regulation"), the necessary information is provided regarding the processing of personal data contained in the documentation produced and acquired by the Institution, selected for permanent retention and transferred to the separate section of the Historical Archives after the expiry of the terms provided by law: forty years from the date of completion of the business to which they relate. Private fonds acquired through donation, purchase, deposit, and usufruct also form part of the Institution's archival holdings. The Historical Archives Section describes the transferred contents and evaluates their accessibility, in accordance with the rules on the consultability of archival documents and the protection of confidentiality contained in Articles 122-127 of Decree-Law No. 42/2004 – Code for Cultural and Landscape Heritage.

DATA CONTROLLER

The Data Controller is the Accademia nazionale dei Lincei, located at Via della Lungara 10, 00165 Rome (e-mail: protocollo@lincei.it – PEC: accademianazionaledeilincei@postecert.it – telephone: 066868200), represented by the President, who is the legal representative of the Institution.

Data Protection Officer (DPO)

The Data Protection Officer (DPO) can be contacted at the following address: via della Lungara 10, 00165 Rome, email: rpd@lincei.it.

LEGAL BASIS FOR PROCESSING

The personal data collected is processed by the Controller for the purposes of performing a public interest task, as well as fulfilling the legal obligation of archival preservation for public bodies (see Article 30 of Decree-Law No. 42/2004).

Furthermore, the legality of the processing is based on the adoption and compliance by the Controller with the *Ethical rules for processing for public interest purposes or historical research purposes*, contained in Annex 2 of the Code for the protection of personal data (Decree-Law No. 196/2003 and subsequent amendments), to which the academic archive regulations explicitly refer.

PURPOSES AND TYPES OF DATA PROCESSED

The purpose of processing personal data is for public interest archiving and historical research. This constitutes an additional purpose compared to the original purpose for which the data were collected and managed and is considered compatible with the initial purposes in every case, in accordance with Article 89, paragraph 1 of the Regulation. Indeed, the personal data contained in the documents held in historical archives form an integral and necessary part of those documents. Without these data, the documents would be incomplete and would lose their historical, legal, and/or administrative value, thereby losing the purpose for which they are preserved as part of the archival holdings. Appropriate technical and organizational measures are adopted to ensure that documents containing personal data, especially those relating to particular categories of personal

data, are identifiable by the staff of the Historical Archives, and are therefore made accessible or not to users in accordance with the rules on the accessibility of archival documents and the protection of confidentiality.

The following categories of personal data are processed:

- personal data
- salary data
- social security data
- tax data
- health data
- data relating to criminal convictions or crimes
- data relating to political or union affiliation
- data relating to family relationships.

SOURCES OF PERSONAL DATA

The personal data processed for purposes of public interest archiving and historical research may have been collected either from the individual, although originally for different purposes, or indirectly from various third parties. This is the case, for example, with private archives acquired by the Academy through various means, which contain personal data of individuals with whom the subject producer has had some relationship during their institutional or personal life.

METHODS OF PROCESSING

The processing of personal data for purposes of public interest archiving and historical research begins once the initial purposes for which the data were collected have been fulfilled, and the relevant documentation is subject to a conservation process structured into two main phases: a first phase, preliminary to the actual historical-cultural conservation, also known as the “semi-active record” or “intermediate archives”, in which the selected documentation for permanent retention is described, archived, and maintained until it is transferred to the Historical Archives. This first phase is under the responsibility of the Information and Document Management Service, and access to the archived documentation and the personal data contained therein is primarily aimed at satisfying the information and operational needs related to the institution’s mission. Data and document processing takes place both through analog tools, with exclusive reference to the paper archive part, and through IT tools: in particular, the files and metadata that make up the native digital or digitized documents converge into a dedicated digital conservation system.

The second main phase, the *strictu sensu* preservation phase, known as the “*Historical Archives*”, begins with the transfer of the selected documents and data for permanent retention to the Historical Archives. In this case, the processing of personal data contained in the archival fonds that constitute the Institution's Historical Archives is carried out both through non-automated methods (inventories, guides, and paper lists) and through IT tools, such as software for archival description, platforms, and databases for retrieving this content. Some of the historical archival fonds, or only part of them, have been subject to digitisation for the purposes of access, valorization, and preservation of the archival holdings, so that personal data may also be found in the copies of the analog documents and in the associated descriptive metadata.

DATA RETENTION

In accordance with the declared purpose, personal data processed in documents relevant from a legal, evidentiary, informational, and historical-cultural point of view will be retained indefinitely.

For details on the archival series selected for permanent preservation, please refer to the Document Retention Plan adopted by the Institution, which is published as part of the Records Management Manual, accessible in the Transparency section of the institutional website.

COMMUNICATION AND DISSEMINATION OF DATA

The recipients of personal data processed for purposes of public interest archiving and historical research include:

- the Institution's offices that have a need to consult the documents present in the archives for legitimate operational purposes;
- the supervisory bodies related to the Ministry of Culture and other public authorities that process the data in order to comply with specific legal obligations;
- the general public for historical research purposes, in accordance with the provisions of the regulation on the consultability of documents (see Decree-Law No. 42/2004, articles 122-127);

Data processors as defined in Article 28 of the Regulation, who process the data on behalf of the Controller and according to the instructions of the Controller, whose list is available for consultation upon request.

This type of processing also entails the dissemination of personal data through the publication of archival inventories and databases of the preserved funds on various channels: institutional website and dedicated web portal. To ensure that the processing complies with the principles of the Regulation that protect the rights of individuals, the Controller evaluates and adopts all the most suitable technical and organizational measures, paying particular attention to the principle of minimization, taking into account the contextual elements, including the type of personal data processed and their temporal relevance.

TRANSFER OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANIZATIONS

Your data will not be transferred to third countries or international organizations.

RIGHTS EXERCISED

Data subjects have the right to obtain from the Controller, where applicable, access to their personal data and to have them rectified or erased, or to limit the processing of their data, or to object to the processing (Articles 15 and following of the Regulation). However, the European Regulation provides exceptions to the rights of individuals if personal data are processed for the purposes of archiving in the public interest. These include:

- the exception to the right of information and access if communicating information to individuals is impossible or would involve disproportionate effort, which often occurs in archival institutions;
- the exception to the right of rectification in the event that the personal data processed are inaccurate or incomplete, and the obligation to notify in the event of rectification or erasure of personal data or limitation of processing;
- the exception to the right to erasure to the extent that this right risks making it impossible or seriously prejudicing the achievement of the objectives of the processing for archiving in the public interest, which the Accademia nazionale dei Lincei is obligated to do under legal requirements;
- the exception to the right to limit processing by the data controller to the extent that the processing relates to the conservation of data;
- the exception to the right of objection to processing.

RIGHT TO COMPLAIN

If you believe that the processing of your personal data is taking place in violation of the Regulation, you have the right to lodge a complaint according to the procedure indicated in the data protection policy of this entity (<https://www.lincci.it/trasparenza/protezione-dati-personali>), or to contact the Data Protection Authority, as provided for in Article 77 of the Regulation, or finally, to pursue legal action (Article 79 of the Regulation).