**INFORMATIVE NOTE ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA**

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

The processing of personal data is based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals. For this purpose, the following information is provided:

1. The data controller is the Italian Agency for International Cooperation (AICS), which, in this specific case, operates through AICS office in Cairo, 1081 Korniche el Nile, Garden City. Telephone: +202 27920873 - +202 27920874 e-mail: [segreteria.ilcairo@aics.gov.it](mailto:segreteria.ilcairo@aics.gov.it); and [ilcairo@aics.gov.it](mailto:ilcairo@aics.gov.it).
2. AICS has personnel responsible for the protection of personal data that, in case of questions or complaints, can be contacted at the following addresses: Via Salvatore Contarini, 25, tel. 0039 06 32492 pec: agenzia.cooperazione@cert.esteri.it
3. The personal data requested are necessary for the selection of the Economic operator to whom the contracted service will be entrusted
4. Providing the data is an obligation under Italian law and any refusal to provide the requested data will result in exclusion from the selection procedure or from entrustment
5. The data will be handled manually or electronically, by specially appointed staff members.
6. By signing this informative note, the interested party gives consent to the processing of the aforementioned data, to be communicated to the internal and external control bodies of AICS, as well as to the competent local authorities for verification. The consent applies also to the publication on AICS website of the essential elements of the contract stipulated, in accordance with Italian law on the transparency of public contracts.
7. Data shall be kept for a maximum period of 5 years from the moment when the contractual relationship ends due to completion of the execution or for any other reason, including termination due to non-compliance. This deadline is suspended in the event of the initiation of a judicial proceeding.
8. The interested party may request access to their personal data and/or its correction. In these cases, the interested party must submit a specific request to the addresses indicated in point 1, and to the AICS data protection officer using the contact details indicated in point 2.
9. If he believes his rights have been violated, the interested party can present a complaint with the AICS data protection officer. Alternatively, he can contact the Guarantor for the protection of personal data (Piazza di Monte Citorio 121, 00186 Rome, phone 0039 06 696771 (switchboard), e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp. it) or to the judicial authority.

*Place, date*

Signature of the interested party for acknowledgment and acceptance

…………………………………………………….