



**Ministero dell'Università e della Ricerca**  
Alta Formazione Artistica, Musicale e Coreutica  
**Conservatorio di Musica "Luca Marenzio" – Brescia**

**Privacy Annex - INFORMATION FOR CANDIDATES UNDER THE PERSONAL DATA  
PROTECTION REGULATIONS**

**1. Processing of personal data**

Pursuant to Articles 13 and 14 of the Regulation (EU) 2016/679 on the protection of personal data ('GDPR'), we inform you that the Conservatoire of Music 'Luca Marenzio' of Brescia (the 'Conservatoire' or the 'Data Controller'), as data controller, processes your personal data, provided by you and also acquired from third party sources, in connection with selection procedures launched by the Conservatoire for the recruitment of staff and scholarship holders, in accordance with applicable sector regulations and any calls for competition.

**2. Purpose of this Information Provision**

This information notice enables you to know the nature of the personal data that pertain to you and that are subject to processing, the purposes and methods of processing, the possible recipients of the data, and your rights.

**3. Purpose of data processing and juridical foundation**

Your personal data are used for selection procedures and in particular to proceed to the verification of the prerequisites and possession of the requirements set out in the calls for applications for employment, the award of grants and/or for the start of a collaboration and to follow up your application. The processing is necessary in order to follow up on your requests and for the execution of pre-contractual measures or in any case preparatory to the establishment of the relationship with the Conservatoire, pursuant to Art. 6, paragraph 1, letter b) of the GDPR.

**4. Personal data subject to processing**

In particular, the personal data to be processed are the following: name, address or other personal identification data, work-related data, social security data, the curriculum vitae of studies and professional experience, as well as additional data indicated in the call for competition published by the Conservatoire, including judicial data pursuant to Article 10 of the GDPR (criminal record and/or data relating to pending charges).

On an eventual and exceptional basis, such as in the event that - by reason of the work relationship being established and/or the activity as a scholarship holder - it becomes known whether the person concerned belongs to protected categories, other personal data may be acquired that fall, according to the terminology of the law in the category of special data, such as those revealing racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations or organisations of a religious, philosophical, political or trade union nature as well as personal data disclosing health and sex life.

**5. Nature of assignment**

The provision of data is optional and is left to the will of the candidate who, without any solicitation from the Controller, submits an application to take part in the Conservatoire's public selection procedures by sending his/her curriculum vitae and accompanying documentation. The provision of such data is instrumental and necessary in order to participate in the Conservatoire's public selection procedures. With regard to the data subsequently and possibly requested by the Data Controller, failure to provide such data will make it impossible to proceed with the verification of the prerequisites for the selection procedures, recruitment and/or for the establishment of the relationship with the Data Controller.

**6. Modalities of data utilisation**

Personal data may be processed by electronic and non-automated methods, and the processing is carried out solely by operations, logic and forms of organisation of the data that are strictly necessary in relation to the above-mentioned obligations, tasks or purposes.

**7. Extent of data circulation**

The data may be used by staff of the Conservatoire who have been assigned a specific role and who have been given adequate operating instructions to prevent loss, destruction, unauthorised access or unauthorised processing of the data. Your personal data will be made accessible only to those within the Conservatoire's organisation who require them by reason of their duties or hierarchical position, including the members of the Competition Examination Board.



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Third parties who perform instrumental activities on behalf of the Controller may also use the data. The latter act as data processors and under the direction and supervision of the Controller. The updated list of data processors is available by sending a request to [privacy@consbs.it](mailto:privacy@consbs.it).

**8. Non-disclosure or transfer of data abroad**

Your personal data may be communicated to Public Administrations (including the Ministry of University and Research), to competent bodies in accordance with the law, as well as to third parties in the exercise of rights expressly established by law, such as the right of access to documents in accordance with Law 241/1990; they will not be disclosed to unspecified parties and will not be transferred to non-EU countries.

**9. Data retention periods**

The data will be kept for the time necessary for the fulfilment of the tasks envisaged for the selection of the candidate and, in any case, for the time necessary to guarantee the exercise of the rights which the Conservatoire is obliged by law to guarantee and which are directly linked to the data retained, except for the possible establishment of the employment and/or collaboration relationship; in that case, they will become part of your personal file and will be kept in accordance with the provisions of the Privacy Policy for Conservatoire employees.

**10. No need for consent**

Your consent to the processing is not necessary, as the processing concerns data contained in curricula, as well as data required by law, spontaneously transmitted or handed over by interested parties for the purpose of participation in public procedures for the selection of personnel and for the possible establishment of a work/collaboration relationship.

**11. Data Controller**

The data controller is the Conservatoire of Music "Luca Marenzio" - Brescia, with head office in Piazza Benedetti Michelangeli n.1 - 25121 Brescia, C.F. 80046350171.

**12. Data Protection Officer**

The Conservatoire employs a Data Protection Officer ('DPO'). The DPO can be contacted via the following communication channel: [dpo@consbs.it](mailto:dpo@consbs.it).

**13. Exerting rights**

At any time you will be able to have full clarity on the operations we have referred to and, in particular, to obtain the cancellation, transformation into anonymous form and blocking of data processed in violation of the law, to request updating or rectification or integration, to oppose their use, and to exercise the other rights provided by law. To this end, you may contact [privacy@consbs.it](mailto:privacy@consbs.it).

We would also like to remind you that you also have the right to submit a complaint to the Data Protection Authority if you feel that your rights have not been respected or that you have not received a response in accordance with the law.

Brescia, 02/08/2024

**Conservatoire of Music "Luca Marenzio"**

(Data Controller)

By acknowledgement

**The Candidate**

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