

INFORMATION ON THE PROCESSING OF PERSONAL DATA

(pursuant to Article 13 of European Regulation 2016/679 on the protection of individuals with regard to the processing of personal data)

Dear Stagiaire,

We wish to inform you that your personal data, collected exclusively for the purpose of the evaluation and management of your application to the Internship Project by the International Relations Commission of the Milan Bar Association, based in Via Carlo Freguglia 1, 20121 Milan, Italy (hereinafter the "**Commission**"), will be processed in full compliance with the obligations provided for by the regulations in force, guaranteeing the full protection of your fundamental rights and freedoms, with particular regard to the provisions set forth in EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data (hereinafter the "**Regulations**").

In view of the foregoing and in accordance with Article 13 of the Regulations, we therefore provide you with the following information.

1) Origin and Type of Data Processed

The processing carried out by the Commission relates to the following personal data, directly provided by you in the application for admission and/or during Project Stage:

- i. biographical data, residence and home addresses, tax code, telephone number, e-mail address, date of birth, date of registration before the Bar.
- ii. data related to your professional profile as indicated in your Resume and in your application to Project Stage.
- iii. Your bank account details.

2) Purpose of processing

Your personal data, collected by the Commission both when you apply for admission to the Internship Project and during the course of the Project, will be processed for purposes related to the evaluation and management of your application to the Internship Project, including the evaluation of your profile by the Host Studies, as well as for purposes related to the disbursement of the "scholarship" contribution, disbursed in case of admission to, and actual start of, the Internship period and compliance with applicable legal regulations.

3) Legal basis of processing

Your personal data are processed by the Commission under the following legal bases: (i) execution of the Internship or carrying out audits and evaluations prodromal to the conduct of the Internship; (ii) fulfillment of applicable legal obligations.

4) Disclosure and dissemination of personal data

Your personal data may be communicated to Host Studies for the purpose of evaluating and managing your application, as well as to Financial Administrations, Insurances and Credit Institutions, in order to fulfill legal obligations, as well as in execution of any proxies you have given such as, for example: crediting of the

"Internship Grant" contribution. These entities or Studies will process your data as autonomous data controllers.

5) Method of processing and retention time

Your data are collected and recorded for the pursuit of the above purposes and in accordance with the basic principles established by the applicable regulations.

The processing of personal data may be carried out either by manual, computer or telematic means, but always under the supervision of suitable technical and organizational measures to guarantee their security and confidentiality, especially in order to reduce the risks of destruction or loss, even accidental, of the data, unauthorized access, or processing that is not permitted or does not conform to the purposes of collection.

Personal data will be processed by the Commission throughout the duration of the Internship and thereafter, for administrative and accounting purposes, as well as to enforce or protect the rights of the Data Controller where necessary.

At the end of the Internship, the data collected may be retained for the period allowed by applicable current regulations, after which such data will be deleted or anonymized.

6) Nature of provision and consent to processing and refusal to provide data

As stated above, the provision of your data is necessary for the evaluation of your application and the eventual start of the Internship.

7) Your data protection rights

You may access your data at any time and request that it be updated, corrected and supplemented, as well as deleted if the conditions are met,

Pursuant to Articles 15, 16, 17, 18, 19, 20, 21, 22 of the Regulations you are granted the following rights:

- Access to personal data about you and know its purpose, categories, recipients, retention period, existence of automated decision-making processes;
- Request the rectification or deletion where applicable of its personal data;
- Request restriction of processing on your personal data;
- object to the processing;
- Receive personal data about you so that it can be transmitted to another data controller (data portability);
- Propose a complaint to a supervisory authority after 30 to 90 days have elapsed from one of the previous requests without a response or if he/she disagrees with the response;

To assert your rights and for inquiries, you may send a communication to the following email address crint.stage@ordineavvocatimilano.it

He also has the right to file a complaint with the supervisory authority Garante della Privacy - Address Piazza Venezia, 11 - 00187 Rome - Tel. 06.696771 - Mail: garante@gpdp.it , PEC: protocollo@pecgpdp.it

8) Identity and contact details of the data controller

The data controller of personal data is:

Milan Bar Association, Via Carlo Freguglia 1, 20121 Milan - Tel. 025492921 - PEC consiglio@cert.ordineavvocatimilano.it

For acknowledgement of this information notice as per Article 13 of the EU Regulation 2016/679.

The candidate Stagiaire
