



## DONOR FORM

### INFORMATION RELATED TO THE DATA PROTECTION CODE FOR THE PURPOSES OF COLLECTION OF DONATIONS

Pursuant to article 13 of Legislative Decree No. 196, 30 June 2003 (hereinafter "Data Protection Code"), Veneranda Fabbrica del Duomo di Milano provides the following information related to the processing of personal data performed for the purposes of collection of donations, including those in response to the "Get your Spire" appeal, which each party may wish to make as donors (hereinafter the "Donor").

#### 1. Data controller

In this instance, the data controller is Veneranda Fabbrica del Duomo, with registered office at 1 Via Archdiocese, Milan 20122 (MI). The Veneranda Fabbrica is at no. 315 on the Register of Legal Persons at the Prefecture of Milan, Italian Tax Code and VAT no. 01989950157.

The Veneranda Fabbrica del Duomo di Milano independently establishes the purposes and methods of data processing and the security procedures to be applied to ensure the confidentiality, integrity and availability of data.

#### 2. Purposes of data processing

The personal data supplied by the Donor (hereinafter, the "Data"), in the special areas of the Veneranda Fabbrica del Duomo di Milano website [www.duomomilano.it](http://www.duomomilano.it) and in the "Get your Spire" page (hereinafter, for the sake of brevity, the "Website") or in the appropriate printed forms that may be distributed by Veneranda Fabbrica del Duomo di Milano, may be processed by Veneranda Fabbrica del Duomo di Milano for the following purposes:

- receipt of donations and fulfilment of the necessary requirements related to the donations made by the Donor;
- fulfilment of any accounting and tax requirements relating to the activities listed above, included in the processing of personal data carried out by Veneranda Fabbrica del Duomo di Milano;
- registration in the Donors' Roll;
- taking out of the insurance policy envisaged pursuant to Law No. 266/1997 and for the connected activities for management of the service offered by Veneranda Fabbrica del Duomo di Milano;
- identification of the perpetrators of any crimes (in the case of specific requests and on behalf of the competent authorities).

The provision of data is optional, but failure to provide it would make it impossible for the Veneranda Fabbrica del Duomo di Milano to receive the donations.

Subject to explicit consent by the Donor, the Data may also be used for the following purposes:

- inclusion of his/her authorised photograph and/or of his/her name in the virtual application linked to the Website;
- sending of invitations to events, concerts and other initiatives organised by Veneranda Fabbrica del Duomo di Milano;
- sending of promotional offers by Veneranda Fabbrica del Duomo di Milano;
- sending of the "donor survey" form and/or other questionnaires regarding satisfaction.

Each Donor may send Veneranda Fabbrica del Duomo di Milano a story regarding his/her donation (hereinafter, the "Story"), it being understood that Veneranda Fabbrica del Duomo di Milano reserves all rights related decisions to publish the story in the dedicated column on the Website, and it being further understood that the story may contain only Data for which the Donor has authorised processing.

#### 3. Processing methods



Data processing is carried out mainly by electronic means by Veneranda Fabbrica del Duomo di Milano and by other suitably appointed parties, who perform operations that are essential to achieve the purposes strictly related to the use of the Website and its maintenance.

Personal data will not be disclosed to third parties, except in cases where disclosure is required by law or for purposes envisaged by the law for which the consent of the person concerned is not required. In such cases, personal data may be made available to third parties who will act independently and only for these purposes (for example, in the case of requests made by the police, by the courts or by other competent authorities, or to fulfil obligations arising from the donation).

#### **4. Duration of processing**

The personal data is only retained for the time strictly necessary to achieve the purposes for which it was collected, in accordance with the provisions of the Data Protection Code, and in compliance with the regulations regarding lawfulness, fairness, relevance and lack of excess.

#### **5. Personal data security**

Specific security measures are taken by Veneranda Fabbrica del Duomo di Milano in order to prevent the loss and/or illicit or incorrect use of personal data, as well as unauthorised access thereto.

#### **6. Donor Rights, pursuant to Article 7 of the Italian Civil Code**

Donors may freely exercise their rights at any time in accordance with Article 7 of the Data Protection Code, such as accessing their data, obtaining confirmation of the existence of data relating to them, even if this has not yet been recorded, and of the origin and content of this, verifying its accuracy and requesting that this be integrated, updated or corrected. Donors also have the right to request that their data be deleted or made anonymous, or that any data processed in violation of the law be blocked, as well as objecting to the processing of their data for legitimate reasons.

Donors may access their data at any time and exercise their rights under Article 7 of the Data Protection Code by written notice, to be sent to the Veneranda Fabbrica del Duomo di Milano, at its registered office at 1 Via Archdiocese, Milan 20122 (MI), or by email to [info@duomomilano.it](mailto:info@duomomilano.it), Tel. 02 72022656 Fax 02 72022419, where they can also access the up-to-date list of data controllers appointed in accordance with Article 29 of the Data Protection Code.

#### **7. Parties authorised to process Data**

Veneranda Fabbrica del Duomo di Milano may engage third parties in processing of the data; these third parties are selected with great care on the basis of their experience, skill and reliability, while guaranteeing full compliance with existing provisions regarding the processing of personal data, with specific reference to personal data security.

These third parties are appointed for this purpose, according to the type of duties entrusted to them by Veneranda Fabbrica del Duomo di Milano. They are responsible for managing and processing data and carrying out their activities in accordance with the instructions given by Veneranda Fabbrica del Duomo di Milano, and remain under the control of the latter.

\* \* \*

Having read the foregoing information, for the purposes of obtaining consent, each Donor must sign the **Consent and Data Collection Form attached at letter "A"** when making the donation themselves.

Should donations be made on behalf of a minor, the processing of the Data must be authorised by both parents of the minor or by the legal guardians of the minor by filling in the form provided for this purpose, **Consent and Data Collection Form attached at letter "B"**.



VENERANDA FABBRICA DEL DUOMO DI MILANO



SCOLPISCI *il tuo nome* NELLA STORIA

## FORM A

### CONSENT – DATA COLLECTION FORM

Having read the foregoing information on collection of donations , pursuant to article 13 of Legislative Decree No. 196/2003 (Data Protection Code), I the undersigned, as a Donor, hereby give my consent to the processing of my personal data, fully aware of the fact that failure to provide the mandatory data marked with an asterisk will prevent Veneranda Fabbrica del Duomo di Milano from receiving my donation.

First name\* \_\_\_\_\_

Last name\* \_\_\_\_\_

TaxCode\* \_\_\_\_\_

Profession: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail\*: \_\_\_\_\_

(\*)

I hereby consent to publication of my photograph (which I attach) and/or my name on the website (online Donors' Roll)  YES  NO

I hereby consent to inclusion of my name in the printed Donors' Roll  YES  NO

I also give my consent to Veneranda Fabbrica del Duomo di Milano for the sending of information regarding the various initiatives promoted by Veneranda Fabbrica del Duomo di Milano (invitations to events, concerts and other initiatives organised by Veneranda Fabbrica del Duomo di Milano)  YES  NO

I hereby give my consent to Veneranda Fabbrica del Duomo di Milano to the sending of promotional offers  YES  NO

I hereby give my consent to Veneranda Fabbrica del Duomo di Milano to the sending of the "donor survey" form and/or other questionnaires regarding satisfaction  YES  NO

Milan, \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of the donor \_\_\_\_\_



*GET YOUR SPIRE: CARVE YOUR NAME IN HISTORY*

*DONATION CERTIFICATE REQUEST FORM*

*(for donations of € 50.00 or more)*

I, the undersigned, hereby request a donation certificate made out in the following name

\_\_\_\_\_

by (optional)

\_\_\_\_\_

with the following inscription (optional):

\_\_\_\_\_

\_\_\_\_\_

Selected Spire (optional):

\_\_\_\_\_

I wish to receive the donation certificate:

by e-mail at the following address:

\_\_\_\_\_

by postal service to the following address: street

\_\_\_\_\_

no. \_\_\_\_\_ post code \_\_\_\_\_ city \_\_\_\_\_ (\_\_\_\_)

at the Donations Office of the Veneranda Fabbrica del Duomo di Milano (Piazza Duomo, 20 – Milan, Italy; from Monday to Friday from 10.00 to 17.00).

Veneranda Fabbrica del Duomo declines all responsibility with regard to delivery time, failed or damaged delivery of the material by conventional postal service.

\_\_\_\_\_, dated \_\_\_\_/\_\_\_\_/\_\_\_\_

IN WITNESS HEREOF \_\_\_\_\_