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CHARME

Municipality of Coimbra

Privacy Policy – CHARME Project

The Municipality of Coimbra, **Praça 8 de Maio, 3000-300 Coimbra, Tel. +351239857500, Fax 239820114, PEC: protocolo@cm-coimbra.pt, VAT 506 415 082**, as **Partner of the CHARME project**, provides this information in accordance with Regulation (EU) 2016/679 (GDPR) and the **Joint Controllership Agreement** approved and signed between the project partners.

The **Municipality of Coimbra** is the point of contact for data subjects, it being understood that each data subject may exercise their rights equally with regard to all joint controllers.

This policy concerns the personal data of individuals involved in project activities (such as interviews, interregional meetings, and events). Consequently, it does not apply to data relating to legal entities without legal personality, in accordance with Article 1(1) of EU Regulation 2016/679.

All definitions are provided in Article 4 of EU Regulation 2016/679.

Processing means any operation or set of operations concerning the collection, recording, organisation, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, dissemination, erasure and destruction of personal data.

Your personal data is processed in accordance with the principles of lawfulness, fairness, relevance and non-excessiveness. Processing may be carried out by individual employees assigned to the Municipal Administration's Departments/Services/Organisational Units.

Each employee is expressly designated by the Authority as an “authorised processor” and, in the performance of their duties, is normally required to carry out a specific area of personal data processing in order to enable the accurate and timely performance of the institutional functions of the Authority relating to the tasks assigned to the Sectors/Services/Organisational Units to which they belong, which together constitute the organisation of the Authority.

1. Processing methods and security

Personal data is processed lawfully, fairly, and transparently, using **paper and digital tools**, in a way that prevents violations of the rights, fundamental freedoms and dignity of the data subject. Data is stored only for the time strictly necessary to provide the services or in compliance with legal provisions. Data is stored **only for the time necessary** to carry out the purposes of the project and in accordance with current legislation.

2. Purpose of processing

Personal data is processed **exclusively for the purposes of the CHARME project**, namely to:

- Digitisation of cultural heritage;
- Promotion of interregional collaboration and exchange of good practices between European cities;
- Organisation and management of interviews, meetings, events and project activities.

Legal basis: Article 6(1)(e) GDPR – Performance of a task carried out in the public interest under the Interreg Europe 2021-2027 programme.



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3. Types of data collected and categories of data subjects

The categories of data collected include:

- **Identification and personal data:** first name, surname, date and place of birth, tax code, nationality, images;
- **Contact details:** email address, telephone number;
- **Employment and social data:** employment status, education and professional experience;
- **Sensitive data (only if necessary):** information on health or disability.

The personal data processed concerns:

- Members of partner organisations;
- Local stakeholders involved in project activities;
- Participants in events, workshops and interregional meetings.

4. Mandatory or optional nature of data provision

With reference to the purposes highlighted in the points listed above, the provision of your personal data is mandatory by law or for access to the services or facilities requested. Your refusal and/or provision of inaccurate and/or incomplete information could limit or prevent the performance of the activity.

5. Storage periods

The personal data of data subjects is stored for a period not exceeding that necessary for the pursuit of the aforementioned purposes or in compliance with legal provisions such as the maximum storage period.

6. Scope of communication and dissemination

Your personal data may be communicated to parties who perform activities instrumental to the Data Controller and processed by them in strict relation to the purposes indicated above.

In particular, the personal data of the Data Subject may, if necessary, be communicated to: - all parties whose right of access to such data is recognised by law or regulation; - other public administrations.

Your personal data will not be disseminated abroad.

7. Rights of data subjects

The data subject has the right at any time to exercise the rights referred to in Articles 15, 16, 17, 18, 19, 20, 21 and 22 of EU Regulation 2016/679. In particular, they have the right to obtain confirmation of the existence or, otherwise, of the data provided (content and origin), to verify the purposes of the processing, the recipients or categories of recipients to whom the personal data have been or will be disclosed, the storage period, the right to request rectification, erasure or restriction of processing, the right to lodge a complaint with a supervisory authority, the existence of automated decision-making and the logic used, the right to be forgotten, to portability and to know whether they are transferred to a third country.

How to exercise your rights:

Contact the **Municipality of Coimbra, Partner CHARME**, which will handle the request and share it with the other partners within 72 hours.



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