

Information for the authorization to publish and use photo-images, audios and videos of students

Dear Mr. / Ms. / Mrs.,

We kindly ask you to read and sign this form with the purpose of collecting the authorization, in accordance with **EU Regulation 2016/679**, to the processing of images, audio and video recordings depicting you or of minors over which you have parental authority.

1. Object, purpose and legal basis of the treatment

In accordance with art. 13 of European Regulation 2016/679, we inform you that the purpose of the processing is to publish and use photographic images, audio and video recordings depicting you or of minors over which you have parental authority; the legal basis is the authorisation.

2. Method and duration of the processing

In accordance with art. 5 of the European Regulation 2016/679, we inform you that the data will be:

- processed according to the principles of lawfulness, fairness and transparency, and protected by appropriate security measures to safeguard the data's integrity and confidentiality;
- collected by necessary means to pursue the purposes mentioned above, and processed in order to be compliant with those purposes;
- stored on paper forms and/or electronic media, securely protected and retained in compliance with applicable legislation;
- images and/or videos are ceded for free and they are sole property of the writer;
- images and/or videos will not be used in contexts or ways that jeopardizes personal dignity or decency;
- data will be stored for the time necessary to publish and archive activities carried out by the school, and, if possible, until the withdrawal of this authorisation.

3. Nature of the conferment and consequences of refusing the processing of personal data

The conferment of the required data for the purposes stated at point 1 is **optional** and it is necessary to obtain a specific authorisation; if you do not give your consent for this purpose, this will not affect the other activities conducted/carried out by the writer.

4. Access and communication of data

Data can be:

- known to employees and collaborators of the designated Data Controller named below, in their capacity as appointees and/or system administrators;
- communicated to other individuals who conduct activities on behalf of the Data Controller (e.g. web designer, photography studio, etc.).

5. Data transfer

Personal data is currently stored in servers located both inside and outside the European Union. It remains understood that the designated Data Controller, if necessary, will have the right to transfer the data on EU or extra-EU servers. In that case, the Data Controller guarantees that the transfer of data outside the EU will be performed in accordance with applicable statutory provisions.

6. Rights of concerned data subjects

Concerned data subjects have the right to obtain confirmation from the designated Data Controller regarding whether the processing of their personal data is ongoing or not and, in this case, have the right to:

- obtain access to the data;
- rectification of inaccurate data and/or integration of incomplete data;
- request the cancellation of data, if possible, and/or limitation of the processing;
- object to the processing at any time;
- data subjects have the right to portability where technically possible;

- they also have the right to the withdrawal of consent at any time, without jeopardizing the lawfulness of the treatment based on the consent given before the withdrawal. Furthermore, data subjects also have the right to file a complaint with the supervisory authority.
- The concerned data subjects can exercise the above rights by sending a request to the INTERNATIONAL SCHOOL OF TRIESTE, Via Conconello 16, 34151 - Opicina (Trieste), or via email at info@istrieste.org.

7. Data controller

The Data Controller is INTERNATIONAL SCHOOL OF TRIESTE, Via Conconello 16, 34151 - Opicina (Trieste), phone: 040.211452, email: info@istrieste.org.

Use of photos, videos and audios of PARENTS/GUARDIANS

Parents may be photographed or videotaped during school parties, ceremonies, events, and performances (e.g., Family Day and other events) by IST staff and/or by individuals authorized by the School for photographic and video services (such as the School Yearbook or events). These images and videos will be shared exclusively with students, their families, and school staff.

Photo and/or video recordings taken by family members of other students are permitted, provided they are not shared with individuals outside the IST Community.

In compliance with EU Regulation 2016/679, **anyone who does not wish** to be recorded or appear in the images is requested to notify the School Front Office in advance, writing to the email address: privacy@istrieste.org