



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

ANNEX C – Privacy Notice for Candidates Pursuant to Legislation on the Protection of Personal Data

1. Processing of Personal Data

Pursuant to Articles 13 and 14 of **Regulation (EU) 2016/679** on the protection of personal data (“**GDPR**”), you are hereby informed that the “**Luca Marenzio**” **Conservatoire of Music, Brescia** (the “**Conservatoire**” or the “**Controller**”), in its capacity as data controller, processes your personal data—both those provided by you and those acquired from third-party sources—in the context of **selection procedures** initiated by the Conservatoire for the **recruitment of personnel and scholarship holders**, in compliance with the applicable sectoral legislation and any relevant calls for applications.

2. Purpose of this Information Notice

This notice is intended to inform you about the nature of your personal data being processed, the purposes and methods of processing, the potential recipients of such data, and the rights to which you are entitled.

3. Purpose and Legal Basis of Processing

Your personal data are used for the purposes of managing **selection procedures**, and in particular to verify the requirements and qualifications established in the calls for applications for **recruitment, award of scholarships, and/or initiation of collaborations**, and to follow up on your candidacy.

The processing is necessary to respond to your requests and to carry out pre-contractual measures or activities preparatory to establishing a relationship with the Conservatoire, pursuant to **Article 6(1)(b)** of the GDPR.

4. Categories of Personal Data Processed

The personal data processed include the following:

- personal identification details (name, address, or other identifying information);
- employment-related data;
- social security and welfare data;
- educational and professional curriculum vitae;
- and any additional data indicated in the calls for applications 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 exceptional and occasional basis, for example where—by reason of an employment or scholarship relationship—the candidate’s membership of a **protected category** is to be considered, other personal data may be processed which, under the law, are classified as **special categories of data**, such as those revealing racial or ethnic origin, religious or philosophical beliefs, political opinions, membership of political parties, trade unions, or organisations of a religious, philosophical, political, or trade-union nature, as well as data concerning health or sexual life.

5. Nature of Data Provision



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The provision of data is **voluntary** and left to the will of the candidate, who, without any solicitation by the Controller, submits an application to participate in public selection procedures, attaching their curriculum vitae and supporting documentation.

Such provision is **instrumental and necessary** for participation in the Conservatoire's public selection procedures.

As regards any additional data subsequently requested by the Controller, failure to provide such data shall make it impossible to verify the necessary conditions for participation in the selection, recruitment, and/or establishment of a relationship with the Controller.

6. Methods of Data Processing

Personal data may be processed both **electronically** and through **non-automated means**. Processing shall be carried out solely through operations, logics, and forms of data organisation strictly necessary for the fulfilment of the above-mentioned obligations, tasks, and purposes.

7. Scope of Data Circulation

Data may be used by staff of the Controller who have been assigned specific roles and provided with appropriate operational instructions to prevent loss, destruction, unauthorised access, or unlawful processing.

Your personal data shall be made accessible only to those individuals within the Conservatoire's organisation who require such access due to their role or hierarchical position, including **members of the examination boards**.

Data may also be used by **third parties** performing services on behalf of the Controller. These third parties act as **data processors**, under the direction and supervision of the Controller.

An updated list of such processors may be obtained by sending a request to **privacy@consbs.it**.

8. Disclosure and International Transfer of Data

Your personal data may be communicated to **Public Administrations** (including the **Ministry of University and Research**), to other entities entitled by law, and to third parties exercising rights expressly recognised by law, such as the right of access to administrative documents under **Law No. 241/1990**.

Your data shall **not be disclosed** to unspecified parties and shall **not be transferred outside the European Union**.

9. Data Retention Period

Data shall be retained for the time necessary to fulfil all obligations related to the selection procedure and, in any case, for the period required to ensure the exercise of rights that the Conservatoire is legally obliged to guarantee and which are directly linked to the retained data. Should an employment or collaboration relationship be established, the data shall become part of your **personal file** and shall be retained in accordance with the provisions of the Conservatoire's **Privacy Notice for Employees**.

10. Lawfulness of Processing – Consent



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Your consent to data processing is **not required**, as the processing concerns data contained in curricula vitae and other documents requested by law or voluntarily submitted by the data subject for the purposes of public selection procedures for recruitment or the possible establishment of employment or collaboration relationships.

11. Data Controller

The **Data Controller** is the “**Luca Marenzio**” **Conservatoire of Music – Brescia**,
Piazza Benedetti Michelangeli 1 – 25121 Brescia, Italy
Tax Code: 80046350171

12. Data Protection Officer (DPO)

The Conservatoire has appointed a **Data Protection Officer (DPO)**, who may be contacted through the following channel:
dpo@consbs.it

13. Exercise of Data Subject Rights

At any time, you may obtain full information about the processing of your data and, in particular, request **erasure**, **anonymisation**, or **blocking** of data processed in breach of the law; request their **updating**, **rectification**, or **integration**; **object** to their use; and exercise any other rights granted by law.

Requests shall be addressed to **privacy@consbs.it**.

You are also entitled to lodge a **complaint with the Italian Data Protection Authority (Garante per la Protezione dei Dati Personali)** if you believe your rights have not been respected or that you have not received a lawful response.

Brescia, 07/11/2025

“Luca Marenzio” Conservatoire of Music – The Controller

For acknowledgement
The Candidate
