

INFORMATIVE ON THE PERSONAL DATA PROCESSING ON THE PROVINCE OF BOLOGNA WEB SITE

1. Introduction

The current informative document describes the management procedures of the official web site of the Province of Bologna and of the web sites managed by our Public Administration with regards of the treatment of the personal data processing of the of users, identified or to identify, who uses the website and who interacts with the telematic services provided through the Provincial web sites that are accessible from the website address <http://www.provincia.bologna.it>.

The informative is in compliance with the art. 13 of Law Decree n.196, dated 30 June – Code of personal data protection, dictated by the Recommendation n. 2/2001 that the European Authorities for the personal data protection assembled in the Group established by the art. 29 of the Directive n. 95/46/CE, have adopted starting from 17th May 2001 in order to find some minimum requirements for the *on-line* collection of personal data. Specifically the current documents intends to indicate the modalities, times and nature of the information that the data controllers have to give to users when they visit *web pages*, independently from the reason of the connection. This informative applies only to the use of the Province of Bologna official web site and to websites managed by it whereas it does not apply to other *external websites*, reachable by users through *link*.

2. Data Controller

The data controller of the personal data processing is the Province of Bologna, in the person of its President, with its head office in via Zamboni n. 13, 40125- Bologna.

3. Data Processing place

The data processing related to web services provided by the above mentioned website takes place in the aforesaid head office of the Province of Bologna and it is managed only by technical personnel in charge of the processing or by personnel in charge to carry out occasional maintenance operations. No data derived by the web service is communicated or released, but for cases clearly ruled by the law. The personal data given by the users are used only in order to provide the required services or performances and are communicated to third people only if this reveals as necessary for the success of the operation.

4. Typologies of data processed

Web navigation data Information systems and software procedures used for the functioning of this website, during their normal working, acquire some personal data the transmission of which is implied in the use of Internet communication protocols. This information is not collected in order to identify users but, for its own nature, through processing and association with data owned by third people, could permit the users identification. In this data category, we can find the IP addresses or the domain names of the computers used by people surfing in the website, the URI addresses (Uniform Resource Identifier) of the required resources, the requirement time, the method used in order to realize the requirement to the server, the dimension of the answer file, the numerical code which indicates the answer given by the server (positive, error, etc) and other parameters related to the user operating and data processing system. These data are used only to achieve anonymous statistical information on the website use and to control its correct functioning and are kept for a very short time. The data could be used to verify the responsibility in case of hypothetical data processing violation with damages for the website.

Data voluntarily given by the user The optional, explicit and voluntary mailing to the web addresses indicated on this website causes the achievement of the sender's e-mail address, necessary to answer to requests and the achievement of all the data written in the missive. Proper and synthetic information will be progressively reported or displayed in the pages of the web site, provided to specific and required services.

Cookies No personal data are intentionally achieved by the website.

No cookies are used for the transmission of personal information and no persistent cookie are used, nor systems for the users tracing. The use of session cookies (which are not memorized in a persistent way on the user's computer and disappear with the browser closing) is strictly limited to the transmission of session parameters (casual numbers created by the server), which are necessary in order to be able to explore the website in a safe and efficient way. The session cookies used in this website avoid the use of other data processing techniques, potentially prejudicial for the user's navigation privacy and do not allow the achievement of user's identity personal data.

5. Option in the data conferment

A part from what specified for the web navigation data, the user is free to provide through the use or proper form his personal data to the Province. If the personal data will not be provided it will be impossible for him to obtain what has requested.

6. Data processing modalities

The personal data are processed with computer-based tools for a strictly necessary time to achieve the goal, for which they have been collected.

Specific security systems are continually used to prevent the data loosing, illicit or incorrect use or non-authorized accesses

7. Rights of interested parties

The people to whom the personal data refers to, are entitled, in every moment, to the right to obtain the confirmation regarding the existence or not of these data, to know exactly their source and content, to verify their exactness and request their cancellation (art. 7 of the Law Decree n. 196/2003).

In compliance with the mentioned article, there is the right to ask for the elimination, transformation in anonymous form or to obtain the stop of data used violating the law or to oppose, for legal reasons, to their processing.

In order to simplify the modalities of transmission and to shorten time of related responses, you are requested to apply for requests, as stated in the previous paragraph, to the Province of Bologna, Public Relations Office (Urp), using the proper hard form or reaching directly the Urp desk.

Urp's opening hours are from Monday to Friday, 9.00am to 13.00pm, additionally on Monday and Thursday from 15.00 to 17.00 (Summertime - August: from Monday to Friday, 9.00am to 13.00pm) in Via Benedetto XIV, n. 3, 40126 Bologna (Italy); telephone +39 051-6598218, +39 800-239754, fax +39 051-6598793, e-mail urp@provincia.bologna.it, urp2@provincia.bologna.it.

Requests in line with art. 7 of the Code - paragraph 1 and 2 can be also verbally formulated.