**INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ARTICLE 13 OF REGULATION (EU) 2016/679 (GDPR) CONCERNING THE PROCEDURE:**

**Request for Expression of Interest (EOI) for Consultancy Services - Consultancy Title: “Advise, design and training on implementation of reforestation, agroforestry systems and improved cookstove to be submitted in a registered carbon credit trade project in Kenya - AID 12741/01/1”.**

The Italian Agency for Development Cooperation, in its capacity as Data Controller (hereinafter “Controller”), pursuant to Article 13 of Regulation (EU) No. 2016/679 (hereinafter GDPR or Regulation), provides you with the information required by this article regarding the processing of your data.

1. **IDENTITY AND CONTACT INFORMATION OF THE DATA CONTROLLER**

The Controller has a person responsible for the protection of personal data, which, in the event of queries or complaints, can be contacted at the following addresses: (AICS Roma, Cantalupo in Sabina street, n. 29 CAP 00189 Roma, Mr. Giovanni Crea, (e-mail: dpo@aics.gov.it) legal mail: agenzia.cooperazione@cert.esteri.it.

1. **PURPOSES OF DATA PROCESSING AND LEGAL BASIS**

The personal data collected will be processed, stored, and archived by the Controller for operational, administrative-accounting purposes, and/or other activities related to the management of institutional functions and legal obligations.

The legal basis for processing may derive from a legal provision, the fulfilment of a contract, or the satisfaction of a request made by the data subject.

1. **DATA RETENTION**

Personal data are processed in accordance with the principles of lawfulness, fairness, and transparency. They are collected and stored using tools, including electronic ones, designed to ensure their security and confidentiality in compliance with applicable laws and regulations.

The personal data processed are adequate, relevant, and limited to what is necessary for the purposes for which they are collected. They are accurate and updated as needed.

Personal data will be processed for the time necessary to manage the entire procedure related to the facilitation request, subsequent reporting activities, and in compliance with regulations on the storage of administrative documentation, as provided by Legislative Decree no. 33/2013.

1. **DATA SUBJECT RIGHTS**

As a data subject, you have the right to request the Data Controller:

* access to your personal data.
* the rectification of inaccurate personal data concerning you without undue delay. Considering the purposes of the processing, you have the right to obtain the completion of incomplete personal data, including by providing a supplementary declaration.
* the deletion of your personal data, subject to the rights of the Data Controller.
* the restriction of the processing of your data under the circumstances provided by Article 18 of the GDPR.

As a data subject, you also have the right:

* to object to the processing in accordance with the cases provided by Article 21 of the GDPR.
* to receive the data provided to the Controller in a structured, commonly used, and machine-readable format as provided by Article 20 of the GDPR.

You may exercise your rights at any time by contacting the Controller at the following address:  dpo@aics.gov.it

1. **RIGHT TO LODGE A COMPLAINT**

As a data subject, you have the right to lodge a complaint with the Data Protection Authority if you believe that your data protection rights have not been respected. To this end, you may use the form available at: <https://www.garanteprivacy.it/home/docweb/-/docweb-display/docweb/4535524>

1. **NATURE OF DATA PROVISION AND CONSEQUENCES OF REFUSAL**

Providing data to the Controller for the above-mentioned purposes is necessary to participate in the procedure in question. Therefore, any refusal to provide the requested data, in whole or in part, may result in the inability for the Agency to carry out the procedure or to properly fulfil all related obligations.

 *\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_*

Signature of the interested party for acknowledgment and acceptance