

PRIVACY NOTICE ARTICLE 13 GDPR AND RELEASE FORM FOR THE ACQUISITION, STORAGE AND DISSEMINATION OF PHOTO AND VIDEO FOOTAGE – EXPLORERS / TEMPORARY CITIZENS

Pursuant to Article 13 of the EU General Data Protection Regulation, where personal data relating to a data subject are collected from the data subject, the controller shall provide the data subject with information regarding the processing of their data. Therefore, we fully comply with this requirement by informing you of the following:

The data controller is: RAVENNA INCOMING Convention & Visitors Bureau, with registered office in Ravenna – 48121 (RA), Italy, Via Medulino 7 – Local business unit located in Ravenna – 48121 (RA), Italy, Via Corrado Ricci 29 - VAT no.: 02095290397 - Certified e-mail: ravennaincoming@pec.it Ordinary e-mail: footprints@visitravenna.it - Tel.: + 39 0544/421247

The data are collected for the following purposes:

Your data, consisting of images of yourself and/or of the members of your group, may be acquired during photo and video shoots and collected throughout your journey as an **EXPLORER/TEMPORARY CITIZEN**. The said images may be used, reproduced, stored, released and published for institutional and information purposes, totally free of charge, to promote the **FOOTPRINTS project** funded by the European Union.

Your images may also be used to promote the controller's activities on means of communication and institutional channels (e.g. Website, Social Media, Virtual catalogues, etc.).

The legal basis for processing is: - your explicit consent for one or more purposes
- the controller's legitimate interest

Recipients and categories of recipients:

The data collected will be used solely by the data controller and the company personnel in charge of collecting and reproducing/releasing images and videos. The data may also be shared with companies entrusted by the controller with the printing and photocopying thereof in digital or paper format, and with the dissemination and publishing of content available on the company website and the controller's social media. Said companies act as web agencies and web masters, and have been appointed external data processors pursuant to Article 28 GDPR.

Your image data may also be shared, free of charge, with the controller's project partners to promote the project and all related activities, solely for institutional purposes and not for commercial exploitation.

Data storage methods and period:

The data, stored at the controller's business units, will be processed using computerised, telematic and manual means in accordance with the legislation in force and with the principles of fairness, lawfulness, and transparency. The controller shall adopt all the security measures necessary to prevent unauthorised access, dissemination, modification and destruction of the data collected. The data will be stored for the following periods:

- Storage of images, photos and videos on the company website and social media → until you withdraw your consent or ask the erasure of the said images, photos and videos (right to be forgotten)
- Storage of images, photos and videos in the company archive → until the end of the project

Rights of the data subject:

You have the right to request access to and rectification and erasure of your personal data, restriction to the processing and portability thereof, as well as the right to object to their processing.

You have the right to withdraw your consent at any time without prejudice to the lawfulness of processing based on consent given prior to your withdrawal. You have the right to lodge a complaint with a supervisory authority.

Nature of data provision:

Provision of your data is optional but failure to do so will prevent **RAVENNA INCOMING Convention & Visitors Bureau** from releasing your images, photos and/or videos, which is a requirement to participate in the selection as **EXPLORER/ TEMPORARY CITIZEN**.

☐ By ticking the box that confirms that you have read and accept this release form, which can be found on the project application form, you **declare**, pursuant to the EU General Data Protection Regulation (GDPR) **that you give your free, specific, informed and unambiguous consent** to the collection and recording of photos and videos for the purposes described herein and in the privacy notice on the processing of your personal data.

☐ You declare that you have the authorisations required for processing and providing image data relating to any minors involved in your travel experience. The controller accepts no responsibility for any inaccuracies in the information provided by the applicant.

☐ You also declare that you have no claims in relation to the above and irrevocably waive any right to bring any action or claim arising from the consent given above.

If you are selected, you will be provided with individualised release forms.

Updated on 14.10.2025

RAVENNA INCOMING Convention & Visitors Bureau
The legal representative