



## Consulate General of Italy Kolkata

**Information on the protection of individuals  
With reference to processing personal data  
provided in order to obtain consular services  
(Translation and legalization, navigation and educational procedures)  
(General Regulation for Protection of Personal Data (EU) 2016/679, section 13)**

Processing personal data, provided in order to obtain consular services, will be based on lawfulness, correctness and transparency for the protection of the rights and fundamental freedom of individuals.

As specified below, the above mentioned services are aimed to Italian citizens and, eventually, foreigners, resident within the consular jurisdiction of the Consulate General of Italy in Kolkata and/or temporarily present within the said jurisdiction.

Such services are referred to the following sectors: civil status, AIRE (Registry of Italians resident abroad), vote abroad, fiscal code assignment, assignment of PIN for on-line services provided by the Revenue Agency, renewal of driving license (only in non-EU countries and in certain circumstances), radiation of motor vehicles from the Public Automobile Registry (PRA), issuance of travel documents (passports and emergency travel documents), issuance of identity cards, social assistance (subsidies, loans with promise of restitution, repatriations), voluntary jurisdiction (among which international adoptions), judicial assistance (e.g. in cases regarding contended minors, search for disappeared persons or detainees and people in custody), administration of private interests (as successions), certifications and legalizations and, eventually, functions related to the maritime and educational sector.

To this aim, the following information is provided:

1. The controller is the Ministry of Foreign Affairs and International Cooperation of the Italian Republic (MAECI) who acts, specifically, through the Consulate General of Italy in Kolkata, whose address is: 5G Lalbehari Shah Sarani (formerly New Road) Alipore – Kolkata 700027 - Tel. 0091- 33- 24792414 – telefax: 0091 33-24793892. E-mail [consolatogenerale.calcutta@esteri.it](mailto:consolatogenerale.calcutta@esteri.it); PEC [con.calcutta@cert.esteri.it](mailto:con.calcutta@cert.esteri.it);
2. In regard to the mentioned service, the Ministry of Foreign Affairs and International Cooperation (MAECI) can operate along with other public subjects, co-owner of data processing, who are here below specified;
3. For information or complaint, please, contact Supervisor for the Protection of Personal Data (RPD) of MAECI (Ministry of Foreign Affairs and International Cooperation, PiazzaledellaFarnesina 1, 00135 ROMA, tel: 0039 06 36911 (operator), mail: [rpd@esteri.it](mailto:rpd@esteri.it), pec: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it));
4. Personal data will be used only in order to exercising consular functions, pursuant the Legislative Decree 3 February 2011, n. 71 – Regulations and Functions of the Consular Offices. Here below are given details of the regulations regarding the services to be provided for by the Consular Offices, differentiated according to the nature of the beneficiaries (Italian citizens or, eventually, foreigners), their residence and their temporary presence outside Italy.
  - a. Beneficiaries residing outside Italy (only Italian citizens)
    - AIRE (Registry of Italians Resident Abroad): art. 9 of the Leg. Decree n. 71/2011;
    - Identity Card: art. 22 of the Leg. Decree n.71/2011;
    - Subsidies: art. 24 of the Leg. Decree n.71/2011.
  - b. Beneficiaries who are temporarily outside Italy (Italian and EU citizens)
    - Temporary Travel Document (ETD - Emergency travel document) for Italian citizens and for citizens of European Union Countries locally represented by the Italian Consular Office: art. 23 of the Leg. Decree n. 71/2011.
  - c. Beneficiaries residing or temporarily residing outside Italy (Italian citizens and, in certain cases, foreigners)
    - Functions related to administrative documentation: art. 52-54 e 76-77 of the Leg. Decree n.71/2011 (also for foreigners);
    - Functions related to maritime matters, such as **vigilance on navigation and national maritime traffic outside Italy, boarding and disembarking of maritime personnel**

**on national ships, procedures regarding ship administration, issuance and renewal of board books, issuance, renewal and extension of ship safety certificates for Italian ships outside Italy, investigative powers in case of enquiries in regard to maritime claims and accidents of sailors:** art. 48-51 of the Leg.Decree n.71/2011 (also for foreigners);

- Functions in regard to school education, as the issuance of Declaration of Value, communication of results of State exams, procedures for recognition of school parity, payment of emoluments to the school personnel and financial contribution to schools and managing bodies: art. 56 of the Leg.Decree n.71/2011 (also for foreigners).

5. Providing personal data - that will be registered in the Consular Office in a paper and IT register – is mandatory by law. In case of refusal, the consular services will not be provided.
6. Personal data will be processed by the staff in charge in a mixed modality, manually and as computerized data. Therefore, the applicant will not be provided services on the basis of only computerized data.
7. The data will be communicated to others subjects according to the relevant Italian regulations, as specified in the following list:

Certifications and legalizations: the documents in question are issued to the applicant in person or to a person authorized by the applicant;

Functions related to navigation: according to the specific administrative procedure the Ministry of Infrastructure and Transports, General Headquarter of the Port Authorities, Ministry of the Economic Development, Ministry of the Agricultural and Forest Policies, Judicial Authorities, Maritime Authorities, National Institute for Assistance to Workers involved in Industrial Accidents, Municipalities of residence and fiduciary doctors (RD 30/03/1942, n. 327 – Navigation Law, Leg. Decree 15th Feb. 1952, n. 328 – Implementing Regulation of the Navigation Law, apart from the special regulations in force applicable in specific matters);

Functions in educational matters: Ministry of Education, of the University and Research/ MIUR, Educational Regional Offices / USR, Schools and Universities, MEF and State Regional Accountancy Offices / RTS (Leg. Decree 13th April 2017, n.64).

8. Data will be preserved for an indefinite period, because of juridical safety and for the issuance of certificates, exception is made for finger prints for issuance of passports that will be preserved only for the period strictly required for the issuance of the passport and, in any case, for a period not exceeding thirty days.
9. The applicant may ask to access his personal data and, according to the regulations in force, their rectification. Pursuant the applicable law and with the consequent limitations on the services that may be provided, the applicant may request for a limitation on the processing of personal data or may deny his consent to personal data processing. In such cases, the applicant will need to contact the Consulate General of Italy in Kolkata – Consular Section, informing the RPD of the MAECI, as well.
10. If you feel that your rights have been violated, you may submit a complaint to the Supervisor for the Protection of Personal Data (RPD) of MAECI (Ministry of Foreign Affairs and International Cooperation). In alternative, you may submit your complaint to the Data Protection Supervisor (Garante per la Protezione dei Dati personali, Piazza di Monte Citorio 121, 00186 ROMA, tel. 0039 06 696771, mail: garante@gdpd.it, pec:protocollo@pec.gdpd.it).

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I, undersigned, declare that I read the information on personal data protection pertaining to the procedures for application for consular services (translation and legalization, navigation and educational procedures), pursuant the General Regulation on Personal Data Protection(EU) 2016/679.

Kolkata,

(signature)