

2021 REVISION



Municipality of
Falconara Marittima



PUBLIC INFORMATION CONCERNING THE RISKS POSED BY A MAJOR INCIDENT

Safety measures to be adopted
and rules of conduct to be followed
in the event of a major incident

Article 23 of Legislative Decree 105 of 26th June 2015

API Raffineria di Ancona S.p.A.





**Municipality of
Falconara Marittima**

**Having up-to-date information
in an emergency situation could
save your life.**



**Freephone number
for environmental
emergencies:**



**Sign up for the Municipality of
Falconara's Instant Messaging Service**

Simply save the number

338 9958975

in your address book and send
an SMS with the words "ATTIVA".

**You will be kept updated in real time
with the latest news.**

PUBLIC ADMINISTRATION OFFICES TO CONTACT FOR FURTHER INFORMATION AND CLARIFICATION

**Provincial Manager for
Civil Protection Operations:**
Ancona Provincial Prefect

**Local Civil Protection and
Public Information Officer:**
The Mayor of Falconara Marittima

ADVISORS:

**C.O.C. Coordinators (Municipal
Operational Centre for Civil Protection):**

Local Police Chief

Tel. 071 9177407 - 071 9160111

*3rd Sector Management Director,
Government, Territory and
Infrastructure Development*

Tel. 071 9177212

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of the Municipality of Falconara Marittima:**

*3rd Sector Management Director,
Government, Territory and
Infrastructure Development*

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U.O.C. Environment and Civil Protection

Piazza Carducci 4 Tel. 071 911213

*protezionecivile@comune.falconara-
marittima.an.it*



**Municipality of
Falconara Marittima**

In the Municipality of Falconara Marittima there is a possibility that, due to an accident at the API Refinery plant, there might be a threat or harm to the population and the environment.

It is therefore essential to know how both the plant itself and the Public Authorities manage the environmental risks at various safety levels, which are coordinated between them, and how each citizen can protect themselves by adopting the recommended precautions as set out in the Municipal information campaigns.

This is in compliance with the legislative provisions contained in Legislative Decree No. 105 of 26th of June 2015, which places the Municipal Administration in charge of notifying the public of the information supplied by the Operator (API Raffineria di Ancona S.p.A.), where necessary reported in greater detail in the specific sections of the so-called “information sheet”.

The periodic updating of the information, based on assessments of the Refinery Safety Report carried out by the competent regulatory authorities, will take place through publication on the municipal website.

Specific information on the safety measures to be adopted and the rules of conduct to be observed is, in any case, provided by the Municipality to those people who may be involved in the event of a major accident occurring inside the API Refinery (active information).

The information reported in the Operator’s information sheet can be consulted on the municipal website.

The final pages of this booklet contain the form to apply for permanent or temporary inclusion in special registers to receive assistance from the Municipality of Falconara Marittima in emergency situations (form for transporting non-self-sufficient residents in the Villanova and Fiumesino districts).

1

REGULATORY REFERENCES

Main regulatory references relevant to the material covered in this document:

- **Prime Minister's Decree of 25th February 2005.**
External emergency planning for industrial plants at risk of major accidents - Guidelines.
- **Legislative Decree of 26th of June 2015, no. 105.**
Implementation of Directive 2012/18/EU on the control of major accident hazards involving dangerous substances (so-called Seveso III).
- **Ministerial Decree no. 200 of 29th of September 2016.**
Regulation containing the regulations for the population consultation on External Emergency Plans, pursuant to Article 21, paragraph 10, of Legislative Decree No. 105 of 26th June 2015.
- **Legislative Decree of 2nd January 2018, no. 1.**
Civil Protection Code.

2

WHAT IS AN EXTERNAL EMERGENCY PLAN (EEP)

In order to minimise the consequences of major accidents caused by hazardous activities, Legislative Decree 105/2015 and subsequent amendments and additions provide, among other things, for the preparation of specific emergency plans for each industrial facility: Internal Emergency Plan (IEP) and External Emergency Plan (EEP).

The IEPs define the necessary procedures to be carried out by workers and rescue teams in the event of an emergency inside the plant, while the EEPs organise and coordinate actions and rescue operations to be carried out mainly outside the plant in order to reduce damage and to keep the population

updated on the ongoing situation in accordance with the procedures agreed with the Mayor of the municipality where the plant is located.

The EEP is the official document with which the Prefect organises the Civil Protection and Environmental Protection response to mitigate the damage caused by a major accident on the basis of scenarios that identify the areas at risk where the harmful effects of the anticipated event are likely to occur. This EEP has been developed with the data provided by the Region and other stakeholders, as well as with the information provided by the Operator and reported in the “Safety Report” and in the information sheet referred to in Annex V of Legislative Decree no. 105/2015, and in particular:

- “Safety Report” dated 27.06.2014, pursuant to Article 8 of Legislative Decree no. 334 of 17th of August 1999, as amended and added to, and “Supplement to the Safety Report” dated 31.05.2016, pursuant to Article 15 Paragraph 7 of Legislative Decree no. 105 of 26th of June 2015, currently under assessment in the CTR;
- Notification of the Manager pursuant to Article 13 of Legislative Decree/2015 of July 2019¹

The following guidelines, more comprehensively outlined in the External Emergency Plan, explain in a simple and straightforward manner the behaviour to be followed by people who may be affected by a potential or ongoing major accident.

The objectives of the External Emergency Plan (EEP) are as follows:

- **RAISE AWARENESS** of possible risks;
- **PLANNING** possible responses;
- **COORDINATE** measures so that, in the event of an accident, all procedures are in place to intervene quickly and effectively;
- **INFORM** all parties concerned on how to behave in the event of an accident.

¹ Forwarded to the competent bodies on 26/07/2019 and recorded in Municipal Register no. 30280.

3

WHEN THE PLAN IS ACTIVATED

The External Emergency Plan (EEP) is activated when a major incident occurs or there is the possibility of it occurring. However, the EEP includes a number of levels of response and only the most serious ones may directly involve the public.

When those responsible, as identified in the External Emergency Plan, believe that the incident may evolve and extend beyond the production site, a state of external emergency is declared, which is a necessary condition for activating The Plan.

The EEP also establishes the criteria for the activation of the alert, pre-alarm or alarm, of the various stakeholders or bodies that could be mobilised, depending on the level of risk.

4

HOW THE ALARM IS GIVEN

The **alarm** is signalled **by a siren from the API Refinery by three 10-second blasts with 5-second intervals** (audible mainly in the Fiumesino and Villanova neighbourhoods).

The **alarm** signal is also given by the **Municipality of Falconara Marittima** to the local population by means of a warning notice transmitted via the loudspeakers distributed throughout the area as well as through other information channels..



In the event of a worsening situation, the Municipality of Falconara Marittima may issue a communication with an evacuation order. In this case, the population directly affected will have to leave their homes to go to the pre-defined assembly points (see page 14) where the Municipality will provide all relevant further information.

The Municipality of Falconara Marittima will notify the citizens with a message of **“cessation of alarm”** through the loudspeakers distributed across the area and through other information systems.

5

LEVELS OF ALERT

The differentiation of alert levels is intended to allow the Fire Brigade to intervene at an early stage and the Prefect time to activate, as a precautionary measure, the protection and mitigation measures provided for in the EEP to safeguard the health of the population and the protection of the environment.

The bodies involved in the management of the emergency, depending on the seriousness of the incident, may be: **Fire Brigade, ARPAM, Prefect - U.T.G., Regional Civil Protection, Municipality, 118, ASUR, RFI (Italian Railway Network), ENAV S.p.A. Control Tower, ENAC, Managers of essential public service networks, Police Forces.**



THE ALERT LEVELS ARE:

WARNING

State resulting from an event that, even if without any repercussions outside the production facility, due to its level of severity, can or could affect the general public, so it is therefore deemed necessary to trigger an information campaign by the Municipal Administration.

PRE-ALARM

A state of “pre-alarm” is established when the event, although under control, due to its nature, particular environmental, spatial, meteorological and storm conditions, may give rise to fears of a deterioration and/or may affect most of the population, leading to the need to initiate safety and information procedures.

These circumstances relate to all those events that, due to the magnitude or impact of their effects (fire, explosion, smoke, release or spillage of hazardous substances), are easily noted by the population concerned, even though the physical parameters that characterise them do not reach threshold levels that are assumed in the applicable legislation to be dangerous for the population and/or the environment.

ALARM

A state of “alarm” is established when the event requires, for its real-time control, the assistance of the Fire Brigade and, from its onset or following its uncontrolled development, may affect areas outside the facility in terms of accidents, injuries, and pollution.

CEASED PRE-ALARM

CEASED ALARM

The procedure for activating the ceased pre-alarm/ceased alarm is initiated by the Prefect, after consultation with the relevant organisations and local administrators, when the safety of the area and environment has been ensured.

6

INFORMATION AND RULES OF CONDUCT FOR THE POPULATION

Information for the population exposed to and/or affected by a major accident risk is activated by the Mayor using the resources provided by the Municipality.

In the event of an emergency, the population concerned will be notified with information in “active” mode in order to limit the harm to people that could result from a dangerous situation inside the API Facility.

The primary objective of this information is to convey, through the means of communication available to the Administration, a range of instructions concerning the behaviour to be adopted, depending, of course, on the nature of the incident in progress, for self-protection and not to hinder the work of any rescue teams. In this respect, the information is differentiated according to the level of alert within the Municipality, as established in the EEP.

The emergency communication service, with reference to the different alert levels, is also implemented through the use of an **automatic warning system for the population** (called **SIDAP**) that broadcasts the emergency communication through fixed and mobile loudspeakers throughout the area via wireless data network technology.

The same message may also be broadcast by an automated mobile station installed on a municipal vehicle, as well as by a radio station (Radio ‘60 ‘70 ‘80 on the 88.0 MHz frequency). Without prejudice to the use of the contracted radio station, in order to guarantee the widest possible dissemination of emergency news, the information will be distributed to all media outlets.

In addition to the automated mobile receiving station capable of receiving and broadcasting messages remotely in the same way as other fixed receiving stations, two mobile broadcasting systems have already been set up that can be activated individually and manually by microphone from inside municipal vehicles.

In total, the system consists of the following equipment:

- **1 transmitting station** (central server);
- **7 fixed automatic receiving stations**;
- **3 mobile receiving stations** (one of which is an automatic receiving station);
- **1 automatic receiving station** installed at a radio station.

In addition, information to citizens is also conveyed through:

- The Municipality's **website**: **www.comune.falconara-marittima.an.it**;
- The Municipality of Falconara Marittima **WhatsApp** instant messaging channel (to subscribe to the service, simply save the number **338 9958975** in your address book and send an SMS with the word "ACTIVATE");
- The Falconara Marittima Town Council's **Facebook** page - Falconara Online.

Depending on the seriousness of the incident, upon the decision of the Mayor or his delegate, the person in charge of the "Public Information" function of the COC, with the support of the Mayor's staff, will communicate the most important news as required, primarily aimed at the implementation of regulations and self-protective measures, using all the tools described above and any others at their disposal.

COMMUNICATION CHANNELS USED TO ALERT THE PUBLIC



LOUDSPEAKERS



RADIO



MUNICIPAL WEBSITE



WHATSAPP



FACEBOOK

7

WHAT TO DO IN AN EMERGENCY

There are basically **two types of behaviour** to mitigate the consequences of a possible accident:

**BEHAVIOUR IN THE EVENT
OF AN EMERGENCY
WITH THE SIGNAL FOR
SHELTER INDOORS**

**BEHAVIOUR IN
THE EVENT OF AN
EMERGENCY WITH AN
EVACUATION SIGNAL**

The adoption of one or the other of these measures depends on the risk scenarios arising from the accident and the time frame of its development.

Evacuation would be the most radical and effective measure to protect the population, but it is rarely necessary and is not always feasible due to the rapid development of the incident, which may be shorter than the time required to evacuate the affected population.

Evacuation is, in any case, an action that must take place in an orderly manner under the control and coordination of the Public Authorities. Where it is practicable, it requires the full cooperation of the population. Therefore, **if there is no explicit order for evacuation, the population must take shelter indoors and follow the instructions given below.**



WHAT TO DO IN THE EVENT OF AN EMERGENCY WITH A 'TAKE SHELTER INDOORS' SIGNAL

WHAT TO DO



1 Follow the instructions in this booklet to learn about the safety measures to be taken and the correct behaviour to adopt



6 Shut down all electrical, heating and gas equipment



2 Pay attention to information provided over loudspeakers about the situation in progress, what to do and when the alarm ends at the end of the emergency



7 Extinguish all types of naked flame



3 If you sense a strong odour or feel any type of irritation, protect your mouth and nose with a wet cloth and rinses your eyes with water



8 Switch off all air conditioning equipment



4 If you are outside, take shelter indoors



9 Turn on a radio and tune into 'Radio '60'70'80' on 88.0 MHz to stay up-to-date with developments



5 Close and seal doors and windows by blocking all openings with damp cloths and/or insulation tape



10 Listen out for the ceased alarm signal

WHAT TO DO IN THE EVENT OF AN EMERGENCY WITH A 'TAKE SHELTER INDOORS' SIGNAL

WHAT NOT TO DO



1 Do not go and collect your children from school. They are safe in the care of their teachers



2 Do not go to the scene of the accident



3 Do not stand near windows or glass surfaces



4 Do not call 112 or any other emergency services except in urgent situations



5 Don't smoke

BEHAVIOUR IN THE EVENT OF AN EMERGENCY WITH AN EVACUATION SIGNAL

WHAT TO DO



1 Take only items with you that are strictly necessary, such as medicines



3 Follow the emergency services' instructions



2 Follow the signed escape routes

WHAT NOT TO DO



1 Don't take furnishings or other pointless items with you



3 Do not wander off unless you are given specific instructions



2 Don't use the lifts/elevators



4 Do not use your own car if a vehicle is available for evacuation purposes

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GENERAL EVACUATION PROCEDURE

All personal protection measures put in place are aimed at avoiding direct exposure of the population to the harmful effects of an incident (staying indoors and possibly in rooms located on upper floors and shielded naturally or architecturally from the Refinery).

In exceptional cases, which cannot be predicted in advance, it may be necessary to evacuate the area affected by the incident. In such a situation, the Mayor, having also consulted the Prefect and the Emergency Coordination Centre, establishes the evacuation order.

The directly affected population will have to leave their homes to go to the assembly points where all necessary information and assistance will be provided by the Municipality.

In this regard, the following **conduct** should be observed:

1. Move away from your current location by following the escape routes and directions provided by the authorities, trying as far as possible to avoid passing close to transparent or collapse-prone surfaces or structures.
2. If possible, follow shielded routes in relation to the Refinery (buildings or infrastructure) or in a downwind direction.
3. To prevent traffic jams that could hinder evacuation and/or the work of rescue teams, do not use your car.
4. Avoid the use of lifts/elevators.
5. Avoid chaotic and selfish evacuation behaviour and instead follow the evacuation plan.
6. Do not collect children from school. They are safe and teachers will take care of them.
7. Head towards the designated **assembly points** where the local Civil Protection Authorities, with the required assistance of Civil Protection volunteers, will take the appropriate measures to safeguard public and private safety, including the possible transfer to safe accommodation.



Upon cessation of the evacuation alarm:

1. Take particular care when re-entering basement or underground rooms, where there may be a danger of pockets of toxic or flammable fumes with a concentration higher than the ambient air.
2. Open all doors and windows to ventilate the premises thoroughly, taking care that glass surfaces have not been damaged by excess pressure.

ASSEMBLY POINTS FOR THE ROCCA MARE - FIUMESINO - VILLANOVA AREAS

RESIDENTIAL AREA IN QUESTION	DESIGNATED ESCAPE ROUTE	ASSEMBLY POINT
Rocca Mare	<ul style="list-style-type: none">• Strada Statale 16	Piazzetta Rocca Priora
Fiumesino	<ul style="list-style-type: none">• Via Conventino/ Via Caserme• Via Aeroporto	Stadio Rocchegiani
Villanova	<ul style="list-style-type: none">• Via Monti e Tognetti/ Sottopasso S.S. 16• Via Marconi	Stadio Rocchegiani

* See the Authority's official website and the online map (at the link <https://sit.comune.falconara-marittima.an.it>) for information on any temporary changes to the public transport system.

NOTE - In the unlikely case that events require the evacuation of additional areas, the provisions of the Municipal Civil Protection Plan will apply and other assembly points will be enabled by the authorities.

9

PROTECTION PROCEDURE FOR VULNERABLE PEOPLE



The Municipality of Falconara Marittima has set up a special evacuation plan using emergency transport **for residents of the Villanova and Fiumesino districts who are not independent, have difficulty walking, and have a limited ability for either permanent or temporary self-help.** Periodically these people and their families are involved in drills simulating emergency situations.

This procedure must be implemented if the External Emergency Plan is activated for the state of ALARM and involves the activation of preventive measures against toxic substances present in the smoke from the fire.

The measures are designed to reduce the particular risk for the disabled and school-age children. They essentially consist of organisational and management processes for the provisional safety of people who, regardless, need special assistance in the event of evacuation.

To register your circumstances, or those of a family member, and be included among the people to be helped, please fill in and send the form on the last page.

PROCEDURE FOR THE PROTECTION OF SCHOOLCHILDREN

For those schools most at risk, the procedure follows the information provided by the Municipal Administration to the respective school management teams, requiring the immediate suspension of all educational activities, and subsequent evacuation of the building.

During the first alert phase, students or children are made to remain inside the school under the supervision of their teachers until they are transported by suitable vehicles to the Falconara Sud school complex identified below (other locations may be designated by the COC depending on the nature of the emergency).

Other schools involved will be notified by the COC depending on the extent of the incident and the direction and speed of the wind that determines the level of air pollution.



ORGANISATION AND DEPLOYED RESOURCES

For the schools involved, the Municipal Administration provides school buses and/or other suitable means to carry out the transfers, which take place by order of the Mayor, after specifically informing the School Director.

The School Office keeps a record of school opening hours, the telephone numbers of school management offices and those schools to be alerted, as well as the relevant safety representatives.

The telephone notification will be triggered by the School Activities function of the COC, which will alert the School Management in order to initiate the plan for the possible transport of schoolchildren to the location deemed safe as designated by the Mayor or his delegate. After the alert, each school suspends its normal activities and prepares for possible transfer within the timeframe indicated by the Mayor or his delegate.

The school activities department of the COC will send minibuses and/or suitable vehicles to the various schools where staff and pupils will be waiting for the transfer to begin. The vehicles are first directed to the schools closest to the source of pollution and/or emergency, then to those schools further away, subject to any changes depending on the conditions of the emergency.

Four vehicles will travel simultaneously and with priority to the “Zambelli” and “Marconi” schools. The children will be transported as follows:

- the “Zambelli” preschool to the “Aldo Moro” preschool;
- the “Marconi” primary school to the “Mercantini” primary school or to the “G. Ferraris” secondary school if the transfer occurs on a Saturday.

Subsequently, the vehicles travel to the other schools whose pupils will be transported as follows:

- the “Peter Pan” kindergarten to the “Aldo Moro” kindergarten;
- the “Leopardi” primary school to the “Mercantini” primary school or to “G. Ferraris” secondary school if the transfer occurs on a Saturday;

Parents will be able to go to the host school to pick up their children in person. Pupils who are not collected by their parents will remain under school supervision until the end of the emergency (which will be communicated by the Municipality to the School Management) or until the end of normal school hours. Please note that in this eventuality the normal school transport service for the return journey home may not be available.

Below is the documentation distributed to teachers and parents of students in the schools involved.

INFORMATION TO PARENTS FOR THE SUCCESSFUL MANAGEMENT OF AN EMERGENCY

Vulnerable parties include schoolchildren and primary school students, who, if necessary, should be placed in a temporary place of safety, pending their parents' arrival.

The procedure is characterised by the following steps:

- vassessment by the authorities as to the need to move children and young people away;
- communication by the Municipality to the schools potentially affected by the event;
- early suspension of teaching activities and preparation for the evacuation of the building;
- transport of the children by appropriate means, accompanied by their teachers, to the "G. Ferraris" Comprehensive Institute or remain at their school until their parents' arrival;
- stay in the host structure until the parents' arrival.

In all cases, schools will be kept informed by the Municipality regarding the incident and its progression, and teachers will ensure that they follow the guidelines provided.

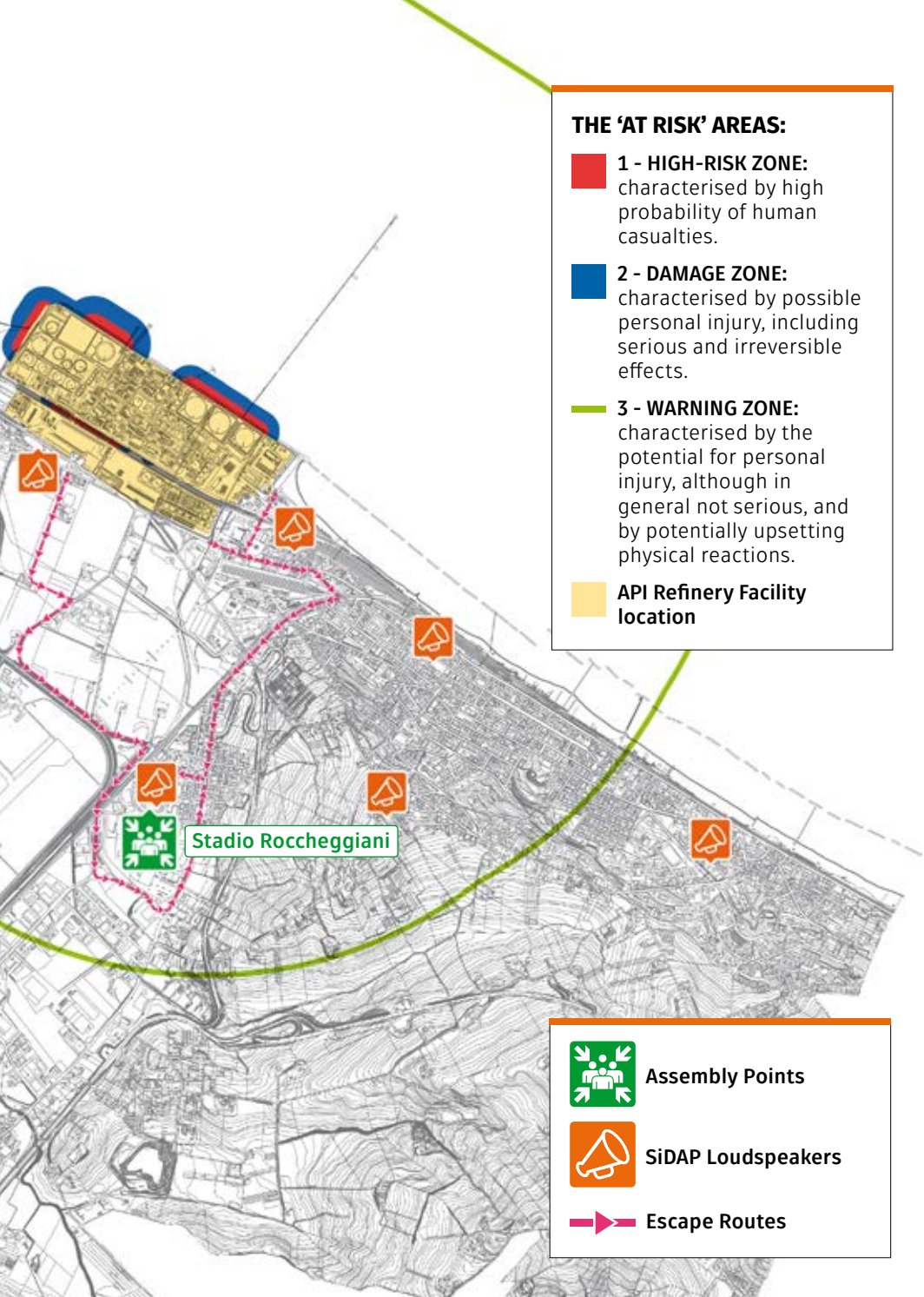
MAP OF THE 'AT RISK' AREAS IN THE MUNICIPALITY OF FALCONARA MARITTIMA

Piazzetta di Rocca Priora






Take a picture of the QR code to check the latest online map, or go to the website sit.comune.falconara-marittima.an.it



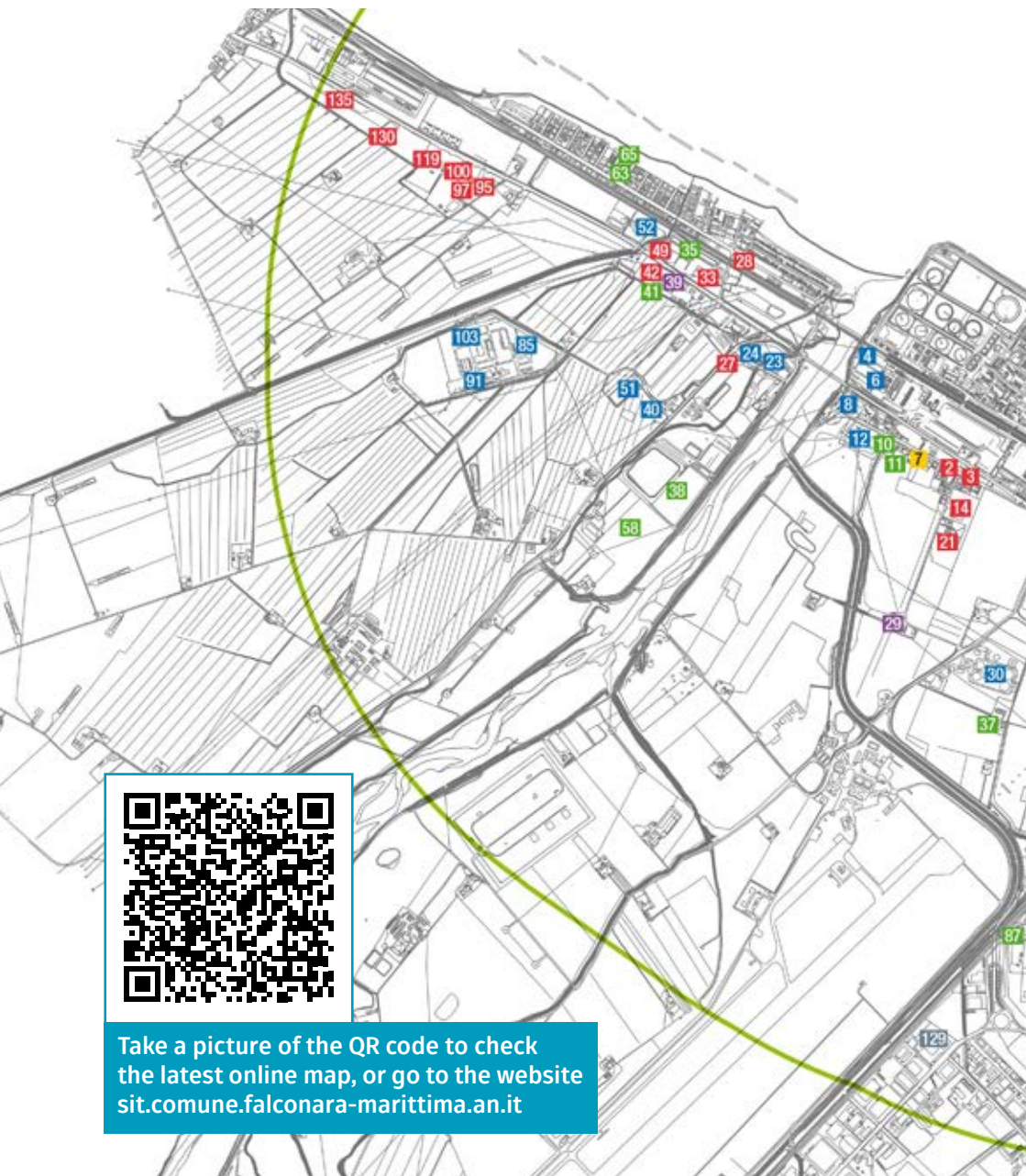


THE 'AT RISK' AREAS:

- **1 - HIGH-RISK ZONE:**
characterised by high probability of human casualties.
- **2 - DAMAGE ZONE:**
characterised by possible personal injury, including serious and irreversible effects.
- **3 - WARNING ZONE:**
characterised by the potential for personal injury, although in general not serious, and by potentially upsetting physical reactions.
- **API Refinery Facility location**

-  **Assembly Points**
-  **SiDAP Loudspeakers**
-  **Escape Routes**

AREAS AND BUILDINGS CHARACTERISED BY HIGH DENSITY OF POPULATION

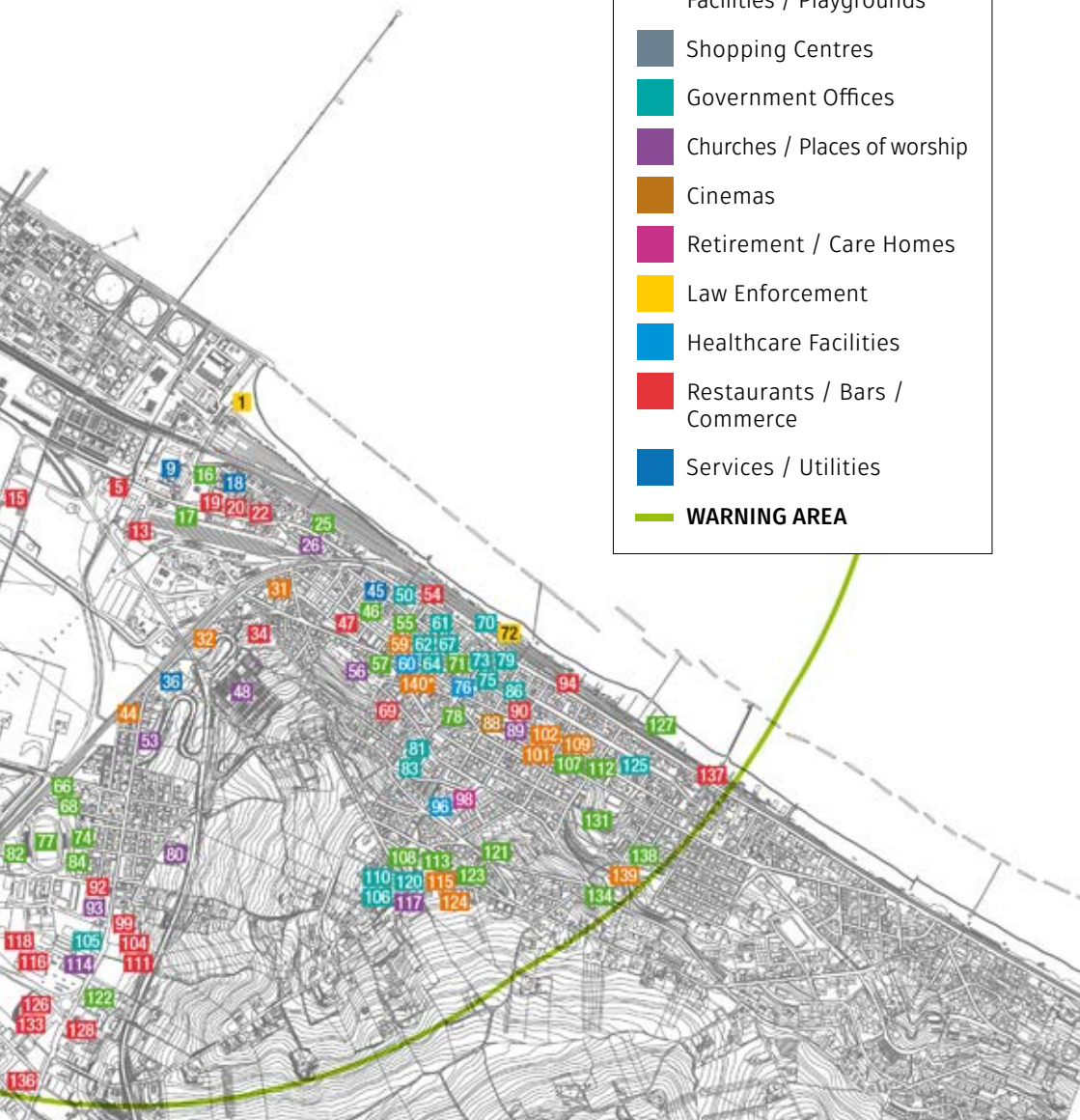


Take a picture of the QR code to check the latest online map, or go to the website sit.comune.falconara-marittima.an.it

***site No. 140 - Bambin Gesù Institute:**
 Added with the approval of the EEP due to the requirement to continue teaching during the building of the new Giulio Cesare and Giacomo Leopardi school complex.




AREAS/BUILDINGS CHARACTERISED BY HIGH DENSITY OF POPULATION

-  Schools and Kindergartens
-  Recreational Areas / Sports Facilities / Playgrounds
-  Shopping Centres
-  Government Offices
-  Churches / Places of worship
-  Cinemas
-  Retirement / Care Homes
-  Law Enforcement
-  Healthcare Facilities
-  Restaurants / Bars / Commerce
-  Services / Utilities
-  **WARNING AREA**



MAP OF 'AT RISK' AREAS IN THE VICINITY OF THE API REFINERY FACILITY

THE 'AT RISK' AREAS:

-  **1 - HIGH-RISK ZONE:**
characterised by high probability of human casualties.
-  **2 - DAMAGE ZONE:**
characterised by possible personal injury, including serious and irreversible effects.
-  **API Refinery Facility location**



Take a picture of the QR code to check the latest online map, or go to the website sit.comune.falconara-marittima.an.it

ACTIVATION OF EEP (EXTERNAL EMERGENCY PLAN) AT THE API REFINERY

Registration form for permanently or temporarily dependent residents in Fiumesino and Villanova who need to be transported by municipal and/or emergency vehicles in the event of a major industrial incident.

Form to be completed and sent to U.O.C. Environmental and Civil Protection at one of the following addresses:

Municipality of Falconara Marittima

Piazza Carducci n.4 - 60015 Falconara Marittima (AN) - Fax 071 9174719

email: protezionecivile@comune.falconara-marittima.an.it

I, the undersigned

REQUEST

to be included (as a dependent person)

to include my family member, Mr. / Mrs. / Miss / Ms. (as a family member acting on behalf and in the interest of the dependent person and having the following of relationship with the person:))

on the list of residents of Fiumesino and Villanova who need to be transported by municipal and/or emergency vehicles in the event of any major incident at the API Refinery.

permanently temporarily until (date)

PERSONAL DATA

Personal data of the **dependent person**:

Surname

First Name

Date of Birth

Home Address

Home Phone Number / Mobile Phone Number

Personal data of **the family member responsible for the care of the dependent person**:

Surname

First Name

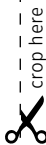
Date of Birth

Home Address

Home Phone Number / Mobile Phone Number

Work Address and Work Telephone Number

.....



ASSESSMENT OF THE DEGREE OF INDEPENDENCE WITH REGARDS TO TRANSPORT REQUIREMENTS

Living Status:

- Living alone
- Lives with caregiver and/or carer
- Lives with others but is alone at the following times:
from to on the following days
- Other Details:

Physical Capacity Status:

- Walks Unaided
- Wheelchair User
- Infirm / Bedridden
- Mobility Difficulties
- Other Details:

Hearing Status:

Are you able to hear an alarm signal? (e.g.: sound of a siren)

- Yes No
- Other Details:

Vision Status:

Do you have the visual capacity to independently reach the Municipal and/or Rescue Vehicle Assembly Points?

- Yes No
- Other Details:

Date

Signature
(in full)

Information on the processing of personal data pursuant to Art. 13 EU Reg. 2016/679

The registration procedure onto the list of dependent citizens entails the processing of the applicant's personal data by the Municipality of Falconara Marittima, as the data processing owner. This processing is intended for carrying out the relative administrative procedure, within the scope of the activities that the Municipality prepares in the public interest, in the relevant public interest and in the exercise of public authority. Data processing is carried out both manually and electronically. The provision of data is required for the implementation of the relevant administrative process and failure to provide such data will make it impossible to carry out the required preliminary assessment. The data collected is that provided by you with this form and will be processed by the Municipal staff, acting under specific instructions.

The data may be passed on to the relevant Offices and Services in order to carry out the necessary steps or to the staff of companies expressly appointed as data processors, as well as to parties who have an interest in it pursuant to Law 241/1990 and subsequent amendments and additions, and in order to fulfil the obligations of publicity, transparency and dissemination of information by public administrative bodies pursuant to Legislative Decree 33/2013. Your data may be communicated to other administrative bodies as provided for by the regulations in force, including for the protection of the Organisation. The registrant may exercise the rights set forth in Articles 15 and following of EU Reg. 679/2016, including the right to lodge a complaint with the Supervisory Authority (info: www.garanteprivacy.it). There are no automated decision-making processes or transfers outside the EU. The data will be retained as per the Organisation's data disposal policy. Further information, such as the complete information sheet, the form for the exercise of the stated rights or the contact details of the Head of Data Protection, are available on the Municipality's website, Privacy Section, or from the appropriate offices.

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