



Consulate General of Italy in London

**Privacy notice on the protection of natural persons with regard to the processing of personal data for the purposes of providing consular services (with the exception of the issue of visas and citizenship applications)**  
**(The General Data Protection Regulation (EU) 2016/679, Article 13)**

The processing of personal data for the purposes of providing consular services is based on the principles of lawfulness, fairness and transparency, to protect the fundamental rights and freedoms of natural persons.

As set out below, the relevant consular services are provided to Italian and, where applicable, foreign nationals, residing in the district of the Consulate General of Italy in London and/or temporarily present there.

Those services refer to the following areas: registry office, AIRE registration (Anagrafe degli Italiani Residenti all'Estero, *Register of Italian residing abroad*), voting abroad, allocation of a fiscal code, allocation of a PIN code for e-services of the Agenzia delle Entrate (*Revenue Agency*), deregistration of motor vehicles from the PRA (Pubblico Registro Automobilistico – *Public Vehicle Register*), issue of travel documents (passports and emergency travel document), issue of national ID card, welfare (benefits, loans to be reimbursed to the State, repatriations), non-contentious jurisdiction (including international adoptions), legal assistance (for instance in the case of minors involved in disputes, missing persons or prisoners and detained persons), management of private interests (including succession matters), certification and legalisation and, where applicable, functions with regard to shipping and qualifications.

To this end, the following information is provided:

1. The data controller is the Ministry of Foreign Affairs and International Cooperation (MAECI) of the Italian Republic, which, in this case, acts through the Consulate General of Italy in London “Harp House”, 83-86 Farringdon Street, EC4A 4BL, telephone: +44(0)20 79365900, email: [consolato.londra@esteri.it](mailto:consolato.londra@esteri.it); PEC: [con.londra@cert.esteri.it](mailto:con.londra@cert.esteri.it). Depending on the service considered, the MAECI may deal with other public entities, which are joint controllers of the processing and will be specified separately.

2. For any queries or to lodge a complaint relating to the protection and processing of personal data, you may contact the Personal Data Protection Officer (Responsabile della Protezione dei Dati personali - RPD) (postal address: Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROME, telephone: 0039 06 36911 (switchboard), email: [rpd@esteri.it](mailto:rpd@esteri.it), pec: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it)).

3. The processing of personal data is limited to the sole purpose of the performance of consular duties, as governed by Legislative Decree no. 71 of 3<sup>rd</sup> February 2011: *Ordinamento e funzioni degli uffici consolari - Rules and duties of the consular offices*. Following are the references of the articles that entrust the Consular offices with the task of providing individual services, listed according to the type of recipients (Italian or, where applicable, foreign nationals), their residence and their temporary presence abroad.

- a. Recipients residing abroad (only Italian nationals)  
- AIRE registration: art. 9 of Legislative Decree no. 71/2011;



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- Paper ID card: art. 22 of Legislative Decree no. 71/2011;
- Benefits: art. 24 of Legislative Decree no. 71/2011.

b. Recipients temporarily abroad (Italian and EU nationals)

- ETD (Emergency Travel Document) only for Italian and EU nationals locally represented by the relevant Italian consular office: art. 23 of Legislative Decree no. 71/2011.

c. Recipients who are resident or temporarily abroad (Italian and, in the cases specified, also foreign nationals)

- Ordinary electronic passport and temporary passport: art. 21 of Legislative Decree no. 71/2011;
- Voting abroad: art. 55 of Legislative Decree no. 71/2011;
- Registry Office: art. 6, art. 12-20, art.30, art. 52 and art. 62 of Legislative Decree no. 71/2011 (also for foreign nationals, for Italian nationals temporarily abroad only in specific cases);
- Allocation of a fiscal code and of a PIN code for e-services of the Agenzia delle Entrate (*Revenue Agency*), deregistration of motor vehicles from the PRA (*Pubblico Registro Automobilistico – Public Vehicle Register*), art. 52 of Legislative Decree no. 71/2001 (also for foreign nationals);
- Confirmation of driving licences (only in non-EU countries and under certain conditions): art. 52 of Legislative Decree no. 71/2001 (also for foreign nationals);
- Granting of loans to be reimbursed to the State: art. 24 of Legislative Decree no. 71/2011;
- Repatriations: art. 25 and 26 of Legislative Decree no. 71/2011;
- Notarial and non-contentious jurisdiction functions, including international adoptions: art. 28 to 35 of Legislative Decree no. 71/2011;
- Functions in matters concerning disputes, criminal police, assistance in criminal matters, including assistance in case of minors involved in disputes, missing persons or prisoners and detained persons: art. 36-42 of Legislative Decree no. 71/2011;
- Functions relating to the management of private interests, including successions: art. 43 to 47 of Legislative Decree no. 71/2011;
- Functions with regard to administrative documentation: art. 52 to 54 and 76-77 of Legislative Decree no. 71/2011 (also for foreign nationals);
- Functions with regard to shipping, including **monitoring of shipping and national maritime traffic abroad, embarkation and disembarkation of seafarers on national vessels, requirements relating to administrative regime of vessels, issue or renewal of log books, issue, renewal or extension of safety certificates of national vessels abroad, investigative powers for investigations on maritime casualty and accidents involving seagoing personnel**: art. 48 to 51 of Legislative Decree no. 71/2011 (also for foreign nationals);
- Functions in educational matters, including the issue of declarations of value, notification of State examinations results, applications for the official recognition of private schools, payment of Italian State school staff's salaries and funding for schools and managing bodies: art. 56 of Legislative Decree no. 71/2011 (also for foreign nationals).

4. The provision of the data concerned, which are recorded in a specific paper-based and computer-based register, is a legal requirement. Any refusal will result in the non-provision of the service.

5. All data shall be processed by authorised staff and shall be handled both manually and by automated means. Consequently, the applicant will not be subject to a decision-making process based solely on an automated processing of their personal data.



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6. The data shall be submitted to the entities provided for in the Italian applicable legislation, as specified in the following list:

- AIRE registration: Municipality of last residence in Italy (Law no. 470 of 27<sup>th</sup> October 1988, *Anagrafe e censimento degli italiani all'estero - Register and census of Italians abroad*) and, for the payment of pensions, INPS (art.50, paragraph 2, of Legislative Decree no. 82 of 7<sup>th</sup> March 2005, and subsequent amendments - *Codice dell'Amministrazione Digitale/CAD - Code of Digital Administration*);

- Registry Office: Competent municipality (identified pursuant to art. 17 of Presidential Decree no. 396 of 3<sup>rd</sup> November 2000 - *Regolamento per la revisione e la semplificazione dell'ordinamento dello stato civile - Regulation for the revision and simplification of the legislation governing the Registry Office*); Competent "Prefettura" (Prefecture), for changes of name/surname (art. 89 of Presidential Decree no. 396/2000); INPS, for the payment of pensions abroad (art.50, paragraph 2, of Legislative Decree no. 82 of 7<sup>th</sup> March 2005, and subsequent amendments - *Codice dell'Amministrazione Digitale /CAD - Code of Digital Administration*);

- Voting abroad: Municipality of residence or AIRE registration and the Ministero dell'Interno - *Ministry of the Interior* (Law no. 459 of 27<sup>th</sup> December 2001- *Norme per l'esercizio del diritto di voto dei cittadini italiani residenti all'estero - Rules for the exercise of the voting right for Italian nationals residing abroad*);

- Ordinary electronic passport and temporary passport: Ministero dell'Interno - *Ministry of the Interior* (art.16 of Law no. 1185 of 21<sup>st</sup> November 1967, e Regulation (EC) no. 444 of 2009);

- Emergency Travel Document: Ministero dell'Interno - *Ministry of the Interior*, if the applicant is an Italian national or the relevant national authority if the applicant is the national of another EU country (EU Decision of 25<sup>th</sup> June 1996 (96/409/PESC) and art. 23 of Legislative Decree no. 71 of 3<sup>rd</sup> February 2011);

- Paper ID card: Municipality of AIRE registration and Ministero dell'Interno - *Ministry of the Interior* (art. 288 of Royal Decree / RD no. 635 of 6<sup>th</sup> May 1940, and art. 1, lett. d) of the Decree of the President of the Council of Minister / DPCM no. 437 of 22<sup>nd</sup> October 1999);

- Fiscal code and PIN code for e-services of the Agenzia delle Entrate (Revenue Agency): Ministero dell'Economia e delle Finanze - *Ministry of Economy and Finance* (Decree of the Ministry of Finance no. 281 of 17<sup>th</sup> May 2001 – *Regolamento recante norme in materia di agevolazioni relativamente all'attribuzione del codice fiscale ed alle modalità di presentazione delle dichiarazioni e di pagamento delle imposte per i contribuenti residenti all'estero - Regulation containing rules on facilitation with regard to the allocation of a fiscal code and methods to submit tax returns and to pay taxes for taxpayers resident abroad*);

- Motor vehicles: Pubblico Registro Automobilistico / PRA (*Public Vehicle Register*) (Legislative Decree no. 285 of 30<sup>th</sup> April 1992 – *Nuovo codice della strada - New Highway Code*);

- Benefits: the data are kept at the relevant Consular office and entered into the SIBI portal of the MAECI, accessible only by the competent ministerial offices;

- Granting of loans to be reimbursed to the State: competent Questura (*Provincial Police Office*) and Agenzia delle Entrate (*Revenue Agency*) (*Riscossioni/Collecting office*) (art. 17 del Legislative Decree no. 46 of 26<sup>th</sup> February 1999, and art. 1 of Decree Law no. 193 of 22<sup>nd</sup> October 2016);

- Repatriations: competent Prefetture (*Prefectures*), Questure (*Provincial Police Offices*), Carabinieri stations, ASL (*Local Health Authority*) e Municipalities (MAE Circular no. 14 of 20.11.1998 "Consular repatriation"; Berlin Convention of 10.2.1937; MAE Circular no. 7 of 4.4.1979 "Repatriation of remains"; Directive of the Presidency of the Council of Ministers of 23.9.2011);



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- International adoptions: Commissione per le Adozioni Internazionali (*Commission for International Adoptions*), Ministero della Giustizia - *Ministry of Justice* (Dipartimento per la Giustizia Minorile – *Department for Juvenile Justice*), Juvenile Courts (Law no. 184 of 4<sup>th</sup> May 1983); Search for missing persons and assistance to prisoners or detained persons: competent Questure (*Provincial Police Offices*), Carabinieri stations and Procure della Repubblica (*Public Prosecutor's Office*), Ministry of Justice, Ministry of the Interior-Interpol (Strasbourg Convention of 21<sup>st</sup> March 1983 on the transfer of sentenced persons; Circular no. 4 of 14.7.2011 “Comunicazioni all’Autorità Giudiziaria di notizie relative a ipotesi di reato commesso” – *Notification of alleged crimes to the Judicial authority*);

- Minors involved in a dispute: Ministry of Justice and Ministry of the Interior (Law no. 64 of 15<sup>th</sup> January 1994; Council Regulation (EC) no. 2201/2003 Bruxelles II; Constitution of the Interpol of 13<sup>th</sup> June 1956);

- Successions: Italian municipality of last residence in Italy or of AIRE registration and Agenzia delle Entrate (*Revenue Agency*) with territorial jurisdiction, for successions opened abroad (art. 46 of Legislative Decree no. 71 of 3<sup>rd</sup> February 2011), competent Cancelleria del Tribunale (*Registry of the Law Court*), for successions opened in Italy (art. 622 of the Civil Code; art.52 of the Disposizioni per l'attuazione del Codice civile e disposizioni transitorie – *Provisions for the implementation of the Civil Code and transitional provisions*);

- Certifications and legalisations: these documents are issued to the interested party or to a person they have delegated;

- Functions with regard to shipping: depending on the specific administrative procedure, Ministero delle Infrastrutture e dei Trasporti (*Ministry of Infrastructure and Transport*), Comando Generale del Corpo delle Capitanerie di Porto (*General Command of Port Authorities*), Ministero dello sviluppo economico (*Ministry of Economic Development*), Ministero delle Politiche Agricole e Forestali (*Ministry of Agricultural and Forestry Policies*), Autorità Giudiziaria (*Judicial Authority*), Autorità Marittima (*Maritime Authority*), Istituto Nazionale Assistenza Infortuni Lavoratori (*National Institute for the assistance in case of accidents to workers*), Residence municipalities and relevant Maritime occupational physician (Royal Decree no. 327 of 30<sup>th</sup> March 1942 - Codice della Navigazione – *Shipping code*, Presidential Decree no. 328 of 15<sup>th</sup> February 1952 - Regolamento di esecuzione del Codice della Navigazione – *Implementing regulation of the Shipping code*, in addition to the special legislation applicable to specific subject matters);

- Functions in educational matters: Ministero dell’Istruzione, dell’Università e della Ricerca / MIUR, Uffici Scolastici Regionali / USR, Schools and Universities, MEF e Ragionerie Territoriali dello Stato/RTS (*State accounting offices*) (Legislative Decree no. 64 of 13<sup>th</sup> April 2017).

7. The data will be stored indefinitely for legal certainty and for certificate issuing purposes, with the exception of fingerprints collected for the issue of electronic passports, which are kept no longer than necessary for their issue and, in any case, for a period of no more than thirty days.

8. All data subjects have the right to access and, under the conditions provided for in the current legislation, to rectify any personal data kept about them. Within the limits set by law and without prejudice to the consequences for the provision of the service, the data subjects can also request to restrict or oppose the processing of their data. In such cases, all requests must be addressed to the Consulate General of Italy in London, “Harp House”, 83-86 Farringdon Street, EC4A 4BL, telephone: +44(0)20 79365900, email: [consolato.londra@esteri.it](mailto:consolato.londra@esteri.it); PEC: [con.londra@cert.esteri.it](mailto:con.londra@cert.esteri.it), for information to the Personal Data Protection Officer of the MAECI.

9. Every data subject has the right to lodge a complaint with the Personal Data Protection Officer of the MAECI if they believe that their rights with regard to the protection and processing of their data have



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been violated. Alternatively, they may contact the “Garante per la Protezione dei Dati personali” (*Italian Personal Data Protection Authority*) - Piazza di Monte Citorio 121, 00186 ROME, telephone: 0039 06 696771 (switchboard), email: [garante@gdpd.it](mailto:garante@gdpd.it), pec: [protocollo@pec.gdpd.it](mailto:protocollo@pec.gdpd.it).