[Date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr./Mrs./Ms.

[first name and surname of the recipient]

**Subject: authorisation to process personal data under the authority of the data controller[[1]](#footnote-1).**

Veneto Oncology Institute - IRCCS, as data controller of the processing of personal data (hereinafter "IOV"), i.e. as the subject who determines the purposes and means of the processing of personal data carried out, is required to implement adequate technical and organisational measures to guarantee, and to be able to demonstrate, that the processing is carried out in compliance with the regulations on the protection of personal data.

From an organisational point of view, IOV believes that it must identify each of the collaborators who, for various reasons, are authorised to carry out processing operations under its authority.

You are therefore authorised to access the personal data necessary for the performance of the tasks entrusted to you in the area/office to which you are assigned and to carry out the processing operations on such data within the limits of what is necessary for purposes of performing the afore-mentioned tasks.

Consequently*,* you are required to follow the instructions given by IOV, contained in company documents and/or communicated directly by the legal representative, by any appointed privacy delegate or by the manager of the area/office to which you are assigned.

Notwithstanding the above, in carrying out data processing operations you must comply with the following general principles:

* the processing of personal data can only be carried out for the purposes of and with the methods strictly related to performance of the activities entrusted to the area/office of reference and according to the practices followed by IOV;
* access is only permitted to personal data strictly necessary for the execution of the afore-mentioned activities;
* it is necessary to verify that the data processed are accurate and complete and to proceed, if necessary, to their correction or updating, also checking that these actions are relevant and not excessive in relation to the activities carried out and to the tasks assigned;
* it is necessary to comply with the obligations provided for by the current legislation on the protection of personal data, to the extent applicable, applying the instructions given by IOV and using any forms made available;
* it is necessary to maintain and guarantee the confidentiality of the personal data processed and, in general, of the information learned in the performance of own activities, refraining from communicating them to third parties except in the cases provided for by the IOV practices or if requested by the area/office manager of reference, by the appointed privacy delegate or by the legal representative;
* in the event of cessation of work, it is necessary to refrain from carrying out operations involving processing of the personal data learnt of during the performance of the assignment and, in particular, to refrain from keeping them, duplicating them, communicating them, or transferring them to third parties;
* it is necessary to promptly inform the manager of the area/office of reference or, failing that, any appointed privacy delegate or legal representative about any relevant matter in relation to the processing of personal data carried out or to any requests received from the persons to whom the data refer (the data subjects);
* it is necessary to comply with the instructions and security measures in the regulations/guidelines prepared within the company in order to avoid the risk of loss or destruction (even accidental) of data and the risk of processing that is not permitted or that does not comply with the purpose for which the data are collected, also in compliance with the safety standards followed by IOV.

We remind you that breaching of the provisions on the protection of personal data can expose IOV, as data controller, to civil, criminal and administrative liability.

For the data controller, Veneto Oncology Institute - IRCCS,

[first name and surname of the person entitled to represent the data controller/director/manager of the Multispecialty Department]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned declares to have received a copy of the above letter of authorisation and the instructions updated to September 2019.[[2]](#footnote-2)

[date and signature of the authorised person][[3]](#footnote-3)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Unless otherwise indicated, this document is also intended to be applicable in cases in which the undersigned acts as the data processor, with implicit exclusion of the parts not compatible with this role. [↑](#footnote-ref-1)
2. The private part of the access credentials (password) is issued with another separate document. [↑](#footnote-ref-2)
3. Alternatively, the data controller may prepare a list with the names of the authorised persons to whom the letter has been delivered and the space for the respective signature and the delivery date, preceded by the declaration indicated above: in this case, the dedicated field can be removed. [↑](#footnote-ref-3)