

**Information on the protection of individuals with reference to the processing  
of personal data for the purposes of provision of consular services  
(with the exception of visa issuance and citizenship dossiers)  
(General Data Protection Regulation (EU) 2016/679, art. 13)**

The processing of personal data required for the purposes of provision of consular services will conform to the principles of lawfulness, correctness and transparency in order to protect the fundamental rights and freedoms of individuals.

As specified below, these services are intended for Italian citizens and, where appropriate, foreigners residing in the consular jurisdiction of the Consulate General in Philadelphia PA and / or temporarily present in said district.

Services refer to the following areas: civil status, AIRE registration (register of Italians residing abroad), voting abroad, assignment of tax identification number, assignment of PIN for navigation of the Italian Revenue Agency website, renewal of drivers' licenses (only in non-European countries and under certain conditions), cancellation of vehicle registration from the Public Automotive Register (PRA), issuance of travel documents (passports and provisional travel documents), social assistance (grants, loans which recipients undertake to repay, repatriation), voluntary jurisdiction (including international adoptions), legal assistance (for example in the case of disputes over minors, missing persons, or prisoners and detained persons), management of private interests (including successions), certification and legalization activities and, where appropriate, navigation and school activities.

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 specific case, operates via the Consulate General in Philadelphia PA (150 S. Independence Mall West – Suite 1026, Philadelphia PA 19106, tel: 215 592 7329, email [urp.filadelfia@esteri.it](mailto:urp.filadelfia@esteri.it)).  
Depending on the services, the MAECI may work with other public entities, Joint Controller of the data processing, which will be specified below.
2. For inquiries or complaints, interested parties may contact the MAECI Head of Personal Data Protection (RPD) (mailing 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), certified email [pec]: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it))

Personal data will be processed solely for the provision of consular services, pursuant to Legislative Decree no. 71 of February 3, 2011 – Regulation and functions of consular offices. Below are the details of the articles that assign to the consular offices the task of providing the individual services, divided in accordance with recipients (Italian citizens and, where appropriate, foreigners), recipients' residence and/or temporary presence abroad.

a) Recipients residing abroad (Italian citizens only)

- AIRE Registration: Legislative Decree no. 71/2011, art. 9;
- Paper format identity cards: Legislative Decree no.71 / 2011, art. 22;
- Subsidies: Legislative Decree n.71 / 2011, art. 24.

b) Recipients temporarily abroad (Italian and EU citizens)

- Temporary travel documents (also called ETD - “Emergency travel document”) for Italian citizens, and citizens of other European Union countries represented locally by the Italian Consular Office: Legislative Decree no.71 / 2011, art. 23.

c) Recipients who reside abroad or who are temporarily abroad (Italian citizens and, in the cases specified, also foreigners)

- Ordinary electronic passport and temporary passport: Legislative Decree no.71 / 2011, art. 21;

- Voting abroad: Legislative Decree no.71 / 2011, art. 55;

- Civil status: Legislative Decree no. 71/2011, art. 6, art. 12-20, art.30, art. 52 and art. 62 (also for foreign citizens and for citizens temporarily abroad, only in specific cases);

- Assignment of tax identification number and of PIN for navigation of the Italian Revenue Agency website; cancellation of vehicle registration from the PRA: Legislative Decree no.71 / 2011, art. 52 (also for foreign citizens);

- renewal of drivers’ licenses (only in non-EU countries and under certain conditions): Legislative Decree no. 71/2011, art. 52 (also for foreign citizens);

- loans which recipients undertake to repay, Legislative Decree no. 71/2011, art. 24

- repatriations: Legislative Decree no. 71/2011, art. 25 and 26;

- notary functions and voluntary jurisdiction: Legislative Decree no. 71/2011, art. 28-35;

- Functions in disputes, judicial police and legal assistance, including assistance in the case of disputes over minors and missing persons or in favor of prisoners and detained persons: Legislative Decree no. 71/2011, art. 36-42;

- functions pertinent to management of private interests (including successions): Decree no. 71/2011, art. 43-47;

- Functions concerning administrative documentation: Decree no. 71/2011, art. 52-54 and 76-77 (also for foreign citizens);

- Navigational functions, including supervision of navigation and national maritime traffic abroad, embarkation and disembarkation of maritime personnel on national ships; requirements relating to the administrative regime of ships, issuance or renewal of ship's logbooks; issuance, renewal or extension of safety certificates of national ships abroad; prosecuting powers for investigations relating to maritime accidents and crew injuries: Decree no. 71/2011, art. art. 48-51 (also for foreign citizens);

- School functions, including the issuance of declarations of value, communication of state exam results, procedures for recognition of school equivalency, payment of emoluments to school staff and contributions to schools and managing bodies: Legislative Decree no.71 / 2011, art. 56 (also for foreign citizens).

3. The provision of this data, which will be registered at the consular office

in a special electric and hard copy file, is mandated by law. Any refusal entails the non-provision of the service.

4. Data processing, performed by specially appointed personnel, will be carried out in a mixed format, both in manual and automated modes. Consequently, interested parties will never be the recipients of a decision based solely on the automated processing of their data.

5. Data will be communicated to the subjects provided for by the pertinent Italian legislation, as specified in the following list:

- AIRE registration: Municipality of last residence in Italy (Law no. 470 of October 27, 1988, Register of Italians Residing Abroad and, for payment of pensions abroad, INPS (Legislative Decree of March 7, 2005, No. 82 art. 50, paragraph 2, and subsequent amendments - Code of Digital Administration / CAD);
- Civil status: competent Municipality (identified pursuant Presidential Decree / DPR November, 3 2000, No. 396, art. 17 - Regulations for the revision and simplification of civil status); Competent Prefecture, for changes of name / surname (Article 89 of Presidential Decree 396/2000); INPS, for the payment of pensions abroad (art.50, paragraph 2, of Legislative Decree March 7, 2005, n. 82, and subsequent amendments - Code of Digital Administration / CAD);
- Voting abroad: Municipality of residence or of AIRE registration and Ministry of the Interior (Law No. 459 of December 27, 2001 - Rules for the exercise of the right to vote for Italian citizens residing abroad);
- Ordinary electronic passport and temporary passport: Ministry of the Interior (Law 21 November 1967, no.1185, art.16 and Regulation (EC) no.444 of 2009);
- Temporary travel document: the Italian Ministry of the Interior, if the applicant is an Italian citizen or the competent national authority if the applicant is a citizen of another EU country (EU Decision of 25 June 1996 (96/409 / CFSP) and Legislative Decree 3 February 2011, no.71, art. 23);
- Paper format identity card: AIRE registration Municipality and Ministry of the Interior (Royal Decree / RD 6 May 1940, n.635, art. 288 and Decree of the President of the Council of Ministers / DPCM 22nd October 1999 n.437, article 1, letter d.);
- Assignment of tax identification number and of PIN for navigation of the Italian Revenue Agency website: Ministry of Economy and Finance (Decree of the Ministry of Finance of May 17, 2001, No. 281 - Regulation setting our rules to facilitate attribution of tax identification codes, presentation of [income] declarations and payment of taxes for taxpayers living abroad);
- Motor Vehicles: Public Automotive Register / PRA (Legislative Decree 30 April 1992, No. 285 - New Highway Code);
- Subsidies: the data is kept in the documents of the consular office of reference and inserted into the SIBI portal of the MAECI, accessible only to the competent ministerial Offices;
- Granting of loans which recipients undertake to repay: competent Police Headquarters and Inland Revenue (Collection) (Legislative Decree of February, v 1999, n.46 art. 17 and Law Decree of 22 October, 222016, No. 193, art.1);
- Repatriation: competent Prefectures, Police Headquarters, Carabinieri, ASL [local health authorities] and Municipalities (MAE Circular No. 14 of 20.11.1998 "Consular repatriations", Berlin Convention of 10.2.1937, MAE Circular No. 7 of

4.4.1979 "introduction of bodies"; Directive of the Presidency of the Council of Ministers of 23.9.2011);

- International Adoptions: Committee for International Adoptions, Ministry of Justice (Department for Juvenile Justice), Juvenile Courts (Law of May 4, 1983, no.184);

- Search for missing persons and assistance to prisoners or detained persons: competent Police Headquarters, Carabinieri Stations and Public Prosecutors' Offices, Ministry of Justice, Ministry of the Interior-Interpol (Strasbourg Convention of March 21,1983 on the transfer of convicted persons; circular no. 4 of 14.7.2011 "Communication to Judicial Authorities of news pertaining to offences committed");

- Disputes over minors: Ministry of Justice and Ministry of the Interior (Law of January 15, 1994, no.64, Regulation (EC) n.2201 / 2003 Brussels II, Interpol Constitution of June 13, 1956);

- Successions: Italian municipality of last residence in Italy or of AIRE registration and territorially competent Inland Revenue Agency, for successions opened abroad (Article 46 of Legislative Decree 3 February 2011, No. 71), Chancellery of the competent Court, for successions opened in Italy (Article 622 of the Civil Code, article 52 of the provisions for the implementation of the Civil Code and transitional provisions);

- Certifications and legalizations: these documents are issued to the interested parties or to a third party delegated by them;

- Navigation functions: according to the specific administrative procedures, Ministry of Infrastructures and Transport, General Command of the Coast Guard, Ministry of Economic Development, Ministry of Agricultural, Food and Forestry Policies, Judicial Authority, Maritime Authority, Italian Workers Compensation Authority, Residency Municipalities and Specialist Physicians (RD March 30, 1942, No. 327 - Navigation Code, DPR February 15, 1952, No. 328 - Regulations for the implementation of the Navigation Code, in addition to the current special legislation applicable to specific subject matters);

- school functions: Ministry of Education, University and Research / MIUR, Regional Scholastic Offices / USR, Schools and Universities, MEF and Territorial Accounting Services of the State / RTS (Legislative Decree of April 13, April 2017, no.64).

Data shall be retained indefinitely, to ensure that legal certainty is maintained and for certifications, with exception of fingerprints collected for electronic passports, which are retained for the time which is strictly necessary for the release of the document and, in any event , for no longer than thirty days.

6. Interested parties may request access to their personal data and, in compliance with the provisions set out by current legislation, the correction of the same. Within the limits established by the law and without prejudice to any consequences on the provision of consular services, interested parties may also request the limitation of – or opposition to - data processing. In these cases, interested parties must submit a specific request to the Consulate General of Italy in Philadelphia PA (address mentioned above), and notify MAECI RPD of the same.

7. If you believe your rights have been violated, you may file a complaint with the MAECI RPD. Alternatively, you may contact the Garante per la Protezione dei Dati personali [Data Protection Authority] (Piazza di Monte Citorio 121, 00186 ROMA, telephone 0039 06 696771 (switchboard), email: garante@gdp.it, certified email: protocollo@pec.gdp.it).