



THE INTERNATIONAL RESEARCH INSTITUTE  
*for* ARCHAEOLOGY *and* ETHNOLOGY  
**unearthing world cultures**

# PRIVACY

Information pursuant to EU Regulation 2016/679 ("GDPR")



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## 1 What types of data do we collect?

IRIAE, as a No Profit Research Institute, collects data through:

### 1.1 Newsletter

From the IRIAE website ([www.iriiae.com](http://www.iriiae.com)) it is possible to subscribe to the newsletter by clicking on the "Subscribe our Newsletter" button on the home page. IRIAE uses the MPZmail service for this purpose and the data requested is exclusively:

- First name
- Email address

### 1.2 Online registration form

From the home page of the [www.iriiae.com](http://www.iriiae.com) website, you can register for IRIAE as a member by clicking on the "Become an IRIAE Collaborator" button. The online form will send the data to the email address [secretarygen@iriiae.com](mailto:secretarygen@iriiae.com) for the exclusive use of the General Secretary (see point 6).

The requested data are:

- First name\*
- Surname\*
- Age
- Date of birth\*
- Birth place\*
- Country of birth\*
- Address
- State / province \*
- City\*
- POSTAL CODE\*
- Country\*
- Profession \*
- Qualification and specialization \*
- Email address\*
- National telephone code
- Telephone number
- Mobile number
- Website
- Organization / body of belonging
- Type of membership (professional member, keen member, student member) \*

*Only data with an asterisk are mandatory.*

### 1.3 Paper registration form

We also report here how to register offline. IRIAE also allows registration through the compilation of a paper form in which the same data is requested of the online one. The data are recorded in a database (see point 3) and the paper form is destroyed after one year from the registration date.

**International Research Institute for  
Archaeology and Ethnology**

Sede Legale: Via Mezzocannone 109 – 80134 Napoli (Italy)

[www.iriiae.com](http://www.iriiae.com) - [info@iriiae.com](mailto:info@iriiae.com)

Mobile: (+39) 329 4292819



## 2 How do we use the collected data?

- The data collected through the subscription of the Newsletter are used exclusively for sending free, but at least once a month, the Newsletter in which we inform interested parties on: IRIAE activities, activation of training courses, organization of events such as meetings, conferences, and various news related to the world of archaeology, history, and ethnology.
- The data collected through the on and offline forms serve, in addition to sending the Newsletter, to know the professional skills of our members and their specific interests in order to direct them to the activities of the departments in which the structure of the Institute is divided.

## 3 How do we keep your data?

- The data provided through the subscription of the Newsletter (see point 1) are recorded as an MPZmail mailing list.
- Data coming from IRIAE registrations through the on and offline forms are recorded in a database that is a simple excel sheet. Each time the database is upgraded, the previous version will be deleted.

## 4 How long will your data be stored?

IRIAE retains the data of its members and those who sign the newsletter until the individuals do not want to be deleted (see cap.7).

## 5 Is the provision of data mandatory?

The provision of data is required only for the purpose of receiving the newsletter or joining the IRIAE members. In any case, as regards the online registration form to IRIAE, only the data indicated by an asterisk are mandatory (see point 2).

## 6 Who are the Data Controller and Data Processor?

- The data controller is:

International Research Institute for Archaeology and Ethnology (IRIAE)  
Via Mezzocannone 109 – 80134 Napoli  
CF: 95173710633

- The Data Processor is:

The one who holds the office of Secretary General. At each renoun, the new elected General Secretary assumes responsibility for the treatment and will be adequately trained in the data management methods according to the Regulation dictated by the GDPR.

It is made absolutely clear that IRIAE under no circumstances transfers or sells personal data to third parties.

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## 7 How can you cancel the IRIAE database?

- To stop receiving the newsletter just click on "**Unsubscribe**" at the bottom of all the Newsletter sent.
- To be deleted from the database of members IRIAE just decay from the figure of a member not paying the fee for three consecutive years, or by sending an email to [secretary-gen@iriae.com](mailto:secretary-gen@iriae.com) in whose text just write "**Name Surname - NO DATABASE**"

## 8 How do we ensure the protection of your data?

The simplicity of storing the data provided, thanks to traditional methods such as an excel file and a hard copy of it, not saved on external servers, prevents the possibility of intrusion and theft of the data provided.

## 9 Cookie

The IRIAE website, or [www.iriae.com](http://www.iriae.com), does not use cookies. However, as a general utility tool, you will find all the instructions to delete cookies by [clicking here](#).