

**Paper Information Potential Customer 2F**

(pursuant to and for the purposes of Article 13 of EU Regulation no. 679/16)

The Data Controller of personal data below, pursuant to art. 13 of EU Regulation n.679/16 on the protection of individuals with regard to the processing of personal data (hereinafter "Regulation") informs that it will process data for the purposes and in the manner indicated below.

**1. TYPE OF PERSONAL DATA PROCESSED**

The data processed by the Data Controller are:

- 1.1. Personal identification data: 1  name;  2 surname;  3 date of birth;  4 place of birth;  5 tax code;  6 address/city;  7 IBAN;  8 credentials;  9 telephone number; 10  email address; 11  economic data; 12  financial data; 13  images; 14  audios; 15  IP address; 16  Identification document number; 17  Car number plate; 18  social media accounts; 19  VAT number;;
- 1.2. particular personal data: 1  biometric;  2 genetic;  3 health;  4 sexual orientation;  5 political opinions;  6 trade union membership;  7 racial origin;  8 Religious or philosophical beliefs;
- 1.3. Judicial personal data: 1  Criminal convictions/offences
- 1.4. type of possible profiling: 1  professional performance;  2 economic situation;  3 health;  4 personal preferences;  5 interest;  6 reliability;  7 behavior;  8 Location/Transfers.

The processing of data will take place in accordance with the provisions of the Regulation as specified below.

**2. SOURCE OF PERSONAL DATA BEING PROCESSED**

The personal data subject to processing is that collected from the interested party.

**3. PURPOSE OF DATA COLLECTION (art.13 par.1 letter c Regulation)**

**3.1. (Technical information)** this purpose is to process your data (released on the site's contact forms or spontaneously sent by e-mail) to respond to your request for technical information and / or services / products offered For this purpose, the data will be kept for the time strictly necessary not exceeding 6 months from the last relationship (plus 30 days to make the cancellation). For this purpose, consent is not required pursuant to Article 6 paragraph 1 letter b of the Regulation (pre-contractual measures).

**3.2. (General statistics)** this purpose is to inform you how we will manage your data to calculate general statistics (anonymous and in any case never attributable to the individual / s concerned and never for profiling purposes) but for the sole purpose of improving the quality of services / products offered. The retention of data will last for the time strictly necessary, not exceeding 6 months (plus 30 days to make the cancellation). For this purpose, consent is not required pursuant to Article 6 par. 1 letter f of the Regulation (legitimate interest).

**4. LEGAL BASIS FOR PROCESSING (art. 13 par.1 letter c of the Regulation)**

The legal basis is explained in the individual purposes referred to in point 3

**5. NATURE OF THE PROVISION OF DATA - CONSEQUENCES OF REFUSAL OF CONSENT (art.13 par.2 letter e of the Regulation)**

In compliance with Article 13 par.2 letter e of the Regulation, see the specific purposes for information regarding the legal obligation, contract or requirement to conclude a contract. If the interested party does not intend to provide personal data referred to above, the consequence would be that of the impossibility of establishing or continuing the relationship between the parties.

**6. RECIPIENTS WHO MAY BECOME AWARE OF YOUR PERSONAL DATA (art.13 par.1 letter e of the Regulation)**

The categories of subjects who may become aware of your personal data are: authorized persons (employees), Data Processors (suppliers) of the Data Controller, recipients (customers), DPO where appointed, any control bodies and public authorities responsible for controls or legal obligations.

**7. TRANSFER OF PERSONAL DATA (art. 13, par.1 letter f of the Regulation)**

7.1. The data will be/may be transferred to EU member countries YES NO. For more info contact the Data Controller.

7.2. The data will be/may be transferred to third countries outside the EU YES NO. For more info contact the Data Controller. In case of transfer of data outside the EU, the Data Controller hereby ensures that the transfer will take place in Compliance with Articles. 44 et seq. of the GDPR and the applicable legal provisions stipulating, if necessary, agreements for the transfer of personal data established in third countries that do not guarantee an adequate level of protection of personal data.

**8. PROCESSING METHODS**

The treatment will be carried out in paper form and / or in electronic form or in any case with the aid of computerized tools.

**9. RIGHTS OF THE INTERESTED PARTY (art. 13, par.1 letter b of the Regulation)**

Arts. 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 of the Regulation confer on the interested party the exercise of specific rights, including:

- 9.1. art.12 Information, communications and transparent procedures for the exercise of the rights of the interested party;
- 9.2. art.13 Information to be provided if personal data is collected from the interested party;
- 9.3. art.14 Information to be provided if personal data has not been obtained from the interested party;
- 9.4. art.15 Right of Access: right to obtain confirmation from the data controller that personal data concerning the interested party is being processed;
- 9.5. art.16 Right of rectification: right to obtain from the data controller the correction of inaccurate personal data concerning the interested party;
- 9.6. art.17 Right to cancellation ("right to be forgotten"): right to obtain from the data controller the cancellation of personal data concerning the interested party;
- 9.7. art.18 Right to limitation of processing: right to obtain from the owner a limited processing of their data when the accuracy of personal data is contested, when the processing is unlawful and if you have/the interested party has opposed the processing;
- 9.8. art.19 Right to receive notification from the Data Controller in case of rectification or cancellation of personal data or limitation of processing;

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- 9.9. art.20 Right to data portability: obtain data portability, i.e. receive them from a data controller, in a structured format, commonly used and readable by automatic device, and transmit it to another data controller without hindrance;  
 9.10. art.21 Right to object: oppose the processing at any time, even in the case of processing for direct marketing purposes;  
 9.11. art.22 Automated decision-making process relating to individuals, including profiling;  
 9.12. art.23 Limitation.

The documents are available from the Data Controller, who, as above, undertakes to guarantee the exercise of rights.

The interested party may lodge a complaint with the Guarantor for the protection of personal data (Article 13, paragraph 2 letter d of the Regulation), following the procedures and indications published on the official website of the Authority on [www.garanteprivacy.it](http://www.garanteprivacy.it). In the exercise of the rights referred to in Articles. 12-23 of the Regulation, the interested party may grant, in writing, delegation or power of attorney to natural persons or associations. Requests may be forwarded to the data controller or to the DPO, if appointed, via the e-mail addresses indicated in boxes A and B.

**10. DURATION OF TREATMENT** (art.13 par.2 letter a Regulation)

The duration of the processing of data will be that specified in the individual purposes.

**11. DATA CONTROLLER** (art.13 par.1 letter a Regulation)

The identification details of the Data Controller are those shown in box A with the respective contact points.

**12. DATA PROTECTION OFFICER (DPO)** (art.13 par.1 letter b) Regulation)

The identification details of the DPO (Data Protection Officer), if appointed, are shown in box B.

**FORMULA FOR ACKNOWLEDGMENT IN THE CASE OF ADULT INTERESTED PARTIES**

The undersigned Name \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ email \_\_\_\_\_, tel. \_\_\_\_\_,

**declares to have read and received the privacy policy** and I authorize the processing of your personal data.

Signature 1 \_\_\_\_\_

Date \_\_\_\_\_

**FORMULA FOR ACKNOWLEDGMENT IN THE CASE OF MINOR INTERESTED PARTIES OR UNABLE TO CONSCIOUSLY EXPRESS THEIR CONSENT**

The undersigned Name \_\_\_\_\_ Surname \_\_\_\_\_ Date of birth \_\_\_\_\_

The undersigned Name \_\_\_\_\_ Surname \_\_\_\_\_ Date of birth \_\_\_\_\_

as parents of the child (indicate details of the child):

The undersigned Name \_\_\_\_\_ Surname \_\_\_\_\_ Date of birth \_\_\_\_\_

**declares to have read and received the privacy policy relating to the purposes and processing of personal data of the minor or assisted person.**

*In the event that it is impossible for the joint signature of the parents, the parent present, aware of the administrative and criminal consequences for those who issue declarations that do not correspond to the truth, pursuant to Presidential Decree 445/2000, declares to have made the choice / request in compliance with the provisions on parental responsibility referred to in Articles. 316, 337 ter and 337 quarter of the Civil Code, which require the consent of both parents.*

Signature of Parent 1 of the minor \_\_\_\_\_ Signature of Parent 2 of the minor \_\_\_\_\_

Date \_\_\_\_\_

**Box A - Contact details of the Data Controller with PEC address and telephone**

**KLEIN RUSSO SRL**  
 Via Giano Parrasio, 15 - 00152 Roma (RM)  
 P.IVA 02850791209  
 Tel: 065880682 - Pec.: [kleinrusso@legalmail.it](mailto:kleinrusso@legalmail.it)

**Box B - The contact data of the DPO (if appointed) is the PEC and/or telephone address below**

"NOT NAMED"  
 (as it is not mandatory)