

GDPR Rights Form

(artt. 15-22 EU Regulation n. 2016/679)

Dear Data subject,

the General Data Protection Regulation of the European Union (GDPR) provides the possibility of exercising the following rights on personal data concerning you:

- **ACCESS** to obtain confirmation as to whether or not personal data are being processed (art.15) and access to the following information:
 - *the purposes of the processing;*
 - *the categories of personal data concerned;*
 - *the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;*
 - *the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;*
 - *where the personal data are not collected from the data subject, any available information as to their source;*
 - *the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and the envisaged consequences of such processing for the data subject;*
- **RECTIFICATION** of inaccurate or incomplete personal data (art. 16)
- **ERASURE** of personal data or exercising of «the right to be forgotten» (art. 17)
- **RESTRICTION OF PROCESSING** or reduce the personal data process (art. 18)
- **DATA PORTABILITY** (art. 20) to receive the personal data in a structured, commonly used and machine-readable format and, if technically possible, to obtain, directly, the transmission of those to other data controllers
- **OBJECT** to processing of personal data (artt. 21 e 22)
- **WITHDRAW** consent to the processing (art. 13)

To facilitate the exercise of your rights and allow our Company a prompt response, simply fill out this form and send it to:

DATA CONTROLLER:	VISAF S.r.l.
Registered office:	Via Rinaldoni 16 – 60030 Serra de' Conti (AN)
VAT number:	01293310429
Phone:	0731/879460
E-mail:	info@visaf.com
Website:	www.visaf.com

We remind you to send a copy of an identity document together with the form.

We will give immediate feedback on the receipt of your request and we will reply as soon as possible (max within a month).

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The undersigned Data subject:

Name and Surname	
Fiscal Code	
Place and Date of birth	
Mailing address	
Phone number	
E-mail/PEC	

REQUIRES THE

- | | |
|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Access | <input type="checkbox"/> Restriction |
| <input type="checkbox"/> Rectification | <input type="checkbox"/> Portability |
| <input type="checkbox"/> Erasure | <input type="checkbox"/> Object |

or

<input type="checkbox"/> Withdrawal of consent

Related to:

Personal Data	
Categories of data	
Processing	

For the following reasons:

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Notes:

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Place, date _____

Signature _____

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INFORMATION REGARDING THE PROTECTION OF PERSONAL DATA

WHY WE PROCESS YOUR DATA (Purposes and legal bases)

Our Company, as Data Controller of your personal data connected to the procedure started with this form, specifies that the processing is aimed at recognizing and guaranteeing the benefits provided by EU and national legislation regarding the protection of personal data, with particular reference to the rights provided by articles 15 and following of EU Regulation 2016/679, as implemented in the Italian legal system by current legislation.

WHAT WE DO WITH YOUR DATA (Categories of data, necessary requirement)

The processing could involve, in addition to common personal data and contact data, also special categories of personal data, pursuant to art. 9 of EU Reg. 2016/679, including personal data that reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation, or, pursuant to art. 10 of EU Reg. 2016/679, personal data relating to criminal convictions and offences or related security measures, possibly provided or acquired by our Company in the relationship with you.

The processing is carried out on the basis of the legal obligations provided by the EU Regulation 2016/679, therefore, in the absence of the requested data or in the cases envisaged of limitation to the exercise of rights, it may not be possible to guarantee the full exercise of your rights.

HOW WE PROCESS YOUR DATA AND WITH WHICH TOOLS (Processing mode)

To protect the confidentiality of the communicated personal data, to offer them adequate protection and to minimise the data being processed, the communicated data will be registered, conserved and processed in compliance with the security measures adopted by our Company. These measures are intended to protect the rights and freedoms of data subjects, also from any risks related to unauthorized access, changes, losses or destruction of data.

TO WHOM WE COMMUNICATE YOUR DATA (Communication to third parties and categories of recipients)

The personal data transmitted will not be communicated or sold nor will they be transferred to third countries, unless explicitly requested by you, in the exercise, where conceivable, of the right to portability pursuant to art. 22 of the GDPR, as implemented in the current national legislation. Personal data will not be profiled or subjected to other automated decision-making processes.

HOW LONG WE KEEP YOUR DATA (Storage Period)

The personal data transmitted with this application will remain stored to the Company Administration until the procedure related to the exercise of the above rights has been defined, in accordance with the purposes pursued by law, while they will be erased if, at the end of the procedure, there are no interests to be safeguarded in judicial or extrajudicial proceedings.

WHAT ARE YOUR RIGHTS

In addition to the exercise of these rights, the Data subject has the right to lodge a complaint to the Data Protection Authority against the processing carried out by our Company

VISAF S.r.l.
Data Controller