

FORM TO REQUEST EXERCISING OF THE DATA SUBJECT'S PERSONAL DATA PROTECTION RIGHTS

Arts. 15-22 Reg. EU no. 2016/679, the 'GDPR'

Dear Data Subject,

The General Data Protection Regulation of the European Union (GDPR) provides for the possibility of exercising the following rights with regard to personal data concerning you:

- **ACCESS**, meaning the right to obtain confirmation as to whether or not your personal data is being processed (Art. 15) and to the following information on the processing:
 - *the purposes of the processing;*
 - *the categories of personal data concerned;*
 - *the recipients or categories of recipients to whom the personal data has been or will be disclosed, in particular if they are recipients in third countries or international organisations;*
 - *the envisaged period for which the personal data will be stored, or, if this is not possible, the criteria used to determine that period;*
 - *all available information on the origin of the data if not collected from the data subject;*
 - *the existence of an automated decision-making process, including profiling (Article 22(1) and (4),) and the consequences of such processing for the data subject.*
- **RECTIFICATION** of any inaccurate or incomplete personal data (Art. 16)
- **ERASURE** of personal data or application of the so-called 'right to be forgotten' (Art. 17)
- **RESTRICTION**, i.e. a reduction in processing of the personal data (Art. 18)
- **PORTABILITY** of the data (Art. 20) i.e. to receive personal data in a structured, commonly used and machine-readable format or, if technically possible, to obtain direct transmission between data controllers
- **RIGHT TO OBJECT** to the processing of personal data (Articles 21 and 22)
- **WITHDRAWAL** of consent to processing (Art. 13)

To facilitate the exercising of your rights and to allow the Controller a timely response, simply fill in this form and send it to:

DATA CONTROLLER:

TB Marmi s.r.l

Registered Office:

str. Statale 76 no. 39, 60037 Monte San Vito (AN)

Telephone:

+39 071948167

E-mail:

info@tbmarmi.it

Please remember to send a copy of your identity document together with the form. We will acknowledge receipt of your request immediately and reply as soon as possible (within one month at the latest).

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The undersigned Data Subject:

Name and Surname
Tax code
Place and date of birth
Postal address
Telephone number
E-mail address/PEC

REQUESTS

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

or

☐ Withdrawal of consent

Relating to:

Personal Data
Data categories
Processing

for the following reasons:

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Comments:

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Place, date _____

Signature _____

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POLICY ON EXERCISING OF RIGHTS ON PERSONAL DATA

Arts. 13-14 Reg. EU no. 2016/679, the 'GDPR'

Dear Data Subject,

The Company, as the Controller of processing of personal data in connection with the procedure initiated with this form, specifies that the processing is aimed at recognising and guaranteeing the benefits provided for by European Union and national legislation on the protection of personal data, with particular reference to the rights provided for by Articles 15 *et seq.* of Regulation (EU) 2016/679, as implemented in Italian law by the relevant legislation in force.

WHAT IS THE PURPOSE OF THE PROCESSING?

We process your data for the purpose of responding to your requests concerning personal data. In order to protect the confidentiality of the data communicated, to provide adequate protection and to minimise the data being processed, the personal data communicated will be recorded, stored and processed in accordance with the security measures adopted by the Data Controller. These arrangements are intended to put in place appropriate measures to protect the rights and freedoms of data subjects from possible access by unauthorised persons.

ON WHAT LEGAL BASIS DO WE PROCESS DATA?

Pursuant to Art. 6(c) GDPR, the processing is necessary for compliance with a legal obligation to which the data controller is subject.

FROM WHOM DO WE COLLECT DATA?

Wherever possible, we always collect personal data directly from the Data Subject.

If necessary for the purposes of the relationship with the Data Subject, we may make requests to public bodies or conduct searches in public registers and/or databases.

WHAT CATEGORIES OF DATA DO WE PROCESS?

The processing may involve not only common personal data or contact data, but also special categories of personal data within the meaning of Art. 9 of Reg. (EU) 2016/679, including personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as processing of genetic data, biometric data intended to uniquely identify a natural person, data relating to a person's health or sexual life or sexual orientation, or personal data relating to criminal convictions and offences or related security measures, which may have been provided or acquired by the Controller in the context of the relationship with you. When applying to exercise the rights, providing your personal data is obligatory and necessary in order to be able to manage the relevant inquiry.

TO WHOM DO WE DISCLOSE PERSONAL DATA?

The data is processed at the registered office and operational headquarters of the Controller and at any other place where the parties involved in the processing may be located. The data will not be disclosed to third parties, unless you explicitly request so, in the exercising, where applicable, of the right to portability under Art. 22 of the GDPR, as implemented in current national legislation. The personal data will not be subject to profiling or other automated decision-making processes.

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Where appropriate, it may be communicated to external companies that perform outsourced activities on behalf of the Controller, in their capacity as data processors.

HOW DO WE PROCESS THE DATA?

The processing is carried out on the basis of the legal obligations set out in Regulation (EU) 2016/679 (as implemented in the current national legislation), therefore, in the absence of the requested data or where the cases of limitation on exercising of the rights themselves exist, it may not be possible to guarantee the full exercising of your rights.

IS DATA TRANSFERRED TO COUNTRIES OUTSIDE THE EU?

The data communicated will not be transferred to third countries outside the European Union and with data protection regulations that are not aligned with Regulation (EU) 2016/679. We would also like to point out that your data will not be disclosed by us to unauthorised third parties or for purposes other than those set out in this policy.

HOW LONG DO WE STORE THE DATA?

The data to which this application relates will remain with the Administration up until conclusion of the procedure connected with the exercising of the aforementioned rights, in accordance with the purposes pursued by the law, but will be erased if, at the end of the procedure, there are no interests to be safeguarded in judicial or extrajudicial proceedings.

WHAT ARE THE RIGHTS?

In addition to exercising the aforementioned rights, the data subject has the right to lodge a complaint with the Data Protection Supervisory Authority against the data processing carried out.