

FORM A

To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Address to the data controller or processor)

Object: **EXERCISE OF RIGHTS REGARDING THE PROCESSING OF PERSONAL DATA**

The undersigned \_\_\_\_\_ born

in \_\_\_\_\_ on \_\_\_\_\_

hereby exercises his/her rights regarding the processing of personal data (REGULATION (EU) 2016/679)<sup>1</sup>:

REQUEST MODE

BY EMAIL

The **data subject** may send his/her request:

- I. By writing to the e-mail address [privacy@cembre.com](mailto:privacy@cembre.com). The e-mail must have attached:
  - a) The "Data Subject Rights Request Form";
  - b) Photocopy of a valid identity document of the data subject, if the request comes directly from the data subject;
  - c) Photocopy of the valid identity document of the person making the request, if the request is from a third party (including a family member);
  - d) Written authorisation from the data subject, if the request comes from a third party (including a family member);
  - e) Request on lawyer's letterheaded paper, if the request comes from a lawyer;

BY ORDINARY MAIL

- II. By writing to the address Cembre SpA, via Serenissima n. 9- Brescia FAO Privacy Office  
The request must have attached:
  - f) The "Data Subject Rights Request Form";
  - g) Photocopy of a valid identity document of the data subject, if the request comes directly from the data subject;
  - h) Photocopy of the valid identity document of the person making the request, if the request is from a third party (including a family member);
  - i) Written authorisation from the data subject, if the request comes from a third party (including a family member);
  - j) Request on lawyer's letterheaded paper, if the request comes from a lawyer;
  - k) Verification of the lawyer's registration (online at the order of registration or at the CNF (National Bar Council), national online register), if the request comes from a lawyer.

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<sup>1</sup> **Derogations to the rights** recognised by the Regulation are allowed, but only on the basis of national legislation, pursuant to Article 23 as well as other articles relating to specific areas (see, in particular, Article 17(3) as regards the right to erasure/right to be forgotten, Article 83 - processing operations of a journalistic nature and Article 89 - processing operations for purposes of scientific or historical research or statistics).

**ACCESS TO PERSONAL DATA**

(tick the options of

interest)

(Article 15 of Regulation (EU) 2016/679)

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The undersigned wishes to have access to the data concerning him/her, namely:

- asks for confirmation as to whether or not personal data concerning him/her are being processed and, if so, asks for access to the personal data and the following information:
  - a) the purposes of the processing;
  - b) the categories of personal data in question;
  - c) the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular if they are recipients in third countries or international organisations;
  - d) where possible, the proposed period of retention of personal data or, if this is not possible, the criteria used to determine that period;
  - e) the existence of the data subject's right to request from the data controller the rectification or erasure of personal data or the restriction of the processing of personal data concerning him or her or to object to the processing of such data;
  - f) the right to lodge a complaint with a supervisory authority;
  - g) where the data are not collected from the data subject, all available information on their origin;
  - h) the existence of automated decision-making, including profiling as referred to in Article 22(1) and (4), and, at least in such cases, meaningful information about the logic used, as well as the importance and the envisaged consequences of such processing for the data subject.
- asks for the same data to be communicated to him/her in an intelligible form, i.e. in a structured, commonly used and machine-readable format the personal data concerning him/her (Right to Data Portability - Article 20 of Regulation (EU) 2016/679)<sup>2</sup>;
- asks, if personal data are transferred to a third country or an international organisation, to be informed of the existence of adequate safeguards pursuant to Article 46 of Regulation (EU) 2016/679 relating to the transfer.

This request concerns (*indicate the personal data, the categories of data or the processing referred to*):

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**RECTIFICATION OF PERSONAL DATA**

(tick the options of

interest)

(Article 16 of Regulation (EU) 2016/679)

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The undersigned asks to carry out the following operations:

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<sup>2</sup>The exercise of the right to data portability applies if:

- a) the processing is based on consent within the meaning of Article 6(1)(a) or Article 9(2)(a) or on a contract within the meaning of Article 6(1)(b); and
- b) the processing is carried out by automated means.

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- data rectification; data
- completion; data
- update.

This request concerns (*indicate the personal data, the categories of data or the processing referred to*):

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**ERASURE OF PERSONAL DATA<sup>3</sup>**

(tick the options of

interest)

(Article 17 of Regulation (EU) 2016/679)

The undersigned requests the erasure of personal data ("right to be forgotten") on the following grounds:

- personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- the undersigned withdraws the consent on which the processing is based in accordance with Article 6(1)(a) or Article 9(2)(a) and if there is no other legal basis for the processing;
- the undersigned objects to the processing pursuant to Article 21(1) and there are no overriding legitimate reasons for processing, or objects to the processing pursuant to Article 21(2);
- the personal data have been unlawfully processed;
- personal data must be erased in order to comply with a legal obligation laid down by Union or Member State law to which the data controller is subject;
- the personal data have been collected in connection with the provision of information society services as referred to in Article 8(1).

This request concerns (*indicate the personal data, the categories of data or the processing referred to*):

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**RESTRICTION OF THE PROCESSING OF PERSONAL DATA**

(tick the

options of interest)

(Article 18 of Regulation (EU) 2016/679)

<sup>3</sup> If you exercise your right to be forgotten by requesting the express erasure of personal data processed by the data controller, please note that such data will be stored, in a protected form and with limited access, solely for the purpose of investigating and prosecuting criminal offences, for a period not exceeding 12 months from the date of the request and will subsequently be securely erased or irreversibly anonymised.

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The undersigned requests the restriction of the processing of personal data on the following grounds:

- the undersigned disputes the accuracy of the personal data;
- the processing of the personal data is unlawful;
- although the data controller no longer needs them for processing purposes, the personal data are necessary for the undersigned to establish, exercise or defend a legal claim.

This request concerns (*indicate the personal data, the categories of data or the processing referred to*):

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**OBJECTION TO THE PROCESSING OF PERSONAL DATA**

(tick the options

of interest)

(Article 21 of Regulation (EU) 2016/679)

- A) The undersigned requests to object on grounds relating to his/her particular situation, to the processing of his/her personal data pursuant to Article 6(1)(e) or (f) including profiling on the basis of these provisions. The undersigned requests an objection **on grounds relating to his/her particular situation**<sup>4</sup>:
- the processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller (Article 6(1)(e));
  - the processing necessary for the purposes of the legitimate interests of the data controller or a third party, provided that the interests or the fundamental rights and freedoms of the data subject which require the protection of personal data are not overridden, in particular if the data subject is a child (Article 6(1)(f));
  - the processing of personal data concerning him/her where the personal data are processed for scientific or historical research purposes or for statistical purposes pursuant to Article 89(1), except where the processing is necessary for the performance of a task carried out in the public interest.

The undersigned objects to the processing of data on the following grounds relating to his/her particular situation:

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<sup>4</sup> If you exercise your right to object, on grounds relating to your particular situation, to the processing of your personal data pursuant to Article 6(1)(e) or (f), including profiling on the basis of these provisions, please note that the data controller shall refrain from further processing your personal data unless he/she can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

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B) The undersigned requests to object to the processing of personal data collected for the following purposes:

- direct marketing;
- profiling.

The undersigned reserves the right to appeal to the judicial authorities or to the Italian Data Protection Authority if no appropriate response is received within one month of receipt of this request, even in the event of refusal.

**Contact for reply:**

○ Postal address: \_\_\_\_\_  
Street \_\_\_\_\_  
  
Municipality \_\_\_\_\_  
Province \_\_\_\_\_ Postal code \_\_\_\_\_  
\_\_\_\_\_

**or**

○ e-mail: \_\_\_\_\_

**or**

○ Fax: \_\_\_\_\_

**or**

○ Telephone: \_\_\_\_\_

**POSSIBLE CLARIFICATIONS**

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The undersigned clarifies (give any useful explanations or indicate any attached documents):

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*Details of an identification document<sup>5</sup>:*

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<sup>5</sup> Present or attach a copy of an identification document if the applicant's identity cannot be established by other means.

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(Place and date)

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(Signature)