|  |  |  |
| --- | --- | --- |
| PERSONAL DATA SHEET | | Cod. |
| Company name or Last name and first name |  | |
| Registered office address or private customer street and house number |  | |
| Postal code and city |  | |
| VAT number |  | |
| Telephone number |  | |
| Fax number |  | |
| E-mail address |  | |
| Website (optional) |  | |
| Different delivery destination (please indicate complete address) |  | |
| Invoice address (please indicate complete address) |  | |
| Contact person |  | |
| Telephone number |  | |
| Bank address (bank name and complete address) |  | |
| IBAN / Account number |  | |
| Main business activity |  | |

**STATEMENT AND REQUEST OF AGREEMENT FOR PERSONAL DATA PROCESSING pursuant to the art. 13 of the European Regulation n° 2016/679**

The European Regulation n. 2016/679, “General Data Protection Regulation” (GDPR), provides protection to all individuals with respect to the treatment of personal data. According to this regulation, the treatment follows the principles of fairness, lawfulness and transparency of the subject’s privacy and right protection. Consequently, in conformity with the art. 13 of GDPR, and in respect of your personal data, verbally collected as well, directly, indirectly or through third parties, used by the company here writing for developing business relationships with you, we inform you that:

**Legal basis of the processing:** your data will be processed since: 1. They are necessary for the performance of the contract or pre-contractual measures adopted upon request; 2. They are necessary for pursuing legal, fiscal or accounting obligations; 3. Consent has been expressed.

**Data retention:** The data treated for the reasons explained above shall be collected during the whole contractual relationship and, subsequently, for so long as the Company is subjected to obligations of retention for fiscal, accounting, commercial or other similar reasons, motivated by laws or regulations.

The data shall be treated using both hard copy and electronic devices (portable devices included), following modalities that are strictly necessary for pursuing the aims indicated above by authorized people, who are constantly identified, appropriately trained and made aware of the obligations imposed by GDPR and adopting safety measures aimed at protecting the privacy of the individual involved and preventing unauthorized access.

**Data communication:** The data can be transmitted to: 1. Consultants and accountants or other subjects providing services necessary in order to pursue the aimes indicated above; 2. Bank and insurance institutions that are instrumental in pursuing the above aims; 3. Subjects elaborating data in order to fulfill legal obligations; 4. Legal or administrative authorities that are instrumental in fulfilling legal obligations.

**Data profiling and broadcasting:** The data shall not be spread, profiled or subjected to any other entirely automatized process.

**Consequences of failing to communicate your data:** the transmission of data is: **mandatory**, in relation to legal obligations linked to the management of the contractual relationship; **optional**, until the contractual relationship is established and in relation to promotional and marketing activities, statistical analysis, quality control; the eventual refusal, total or partial, to reply or authorize data treatment, could imply the impossibility or difficulty of managing the contractual relationship and of properly fulfilling the related obligations.

The treatment concerns personal data provided during contractual/commercial contacts with our company or found in in public registries or documents available to anyone (company name, address, VAT number, …); sensible data shall not be treated (i.e. data concerning health, religious, philosophical and political beliefs, adhesions to political parties or other groups).

**Rights of the person concerned:** the GDPR recognizes, among the others, the right to: □ ask the professional the access to your data and to the information regarding them; the rectification of incorrect data or the integration of incomplete data; the deletion of your personal data (when one of the conditions established in the art. 17, paragraph 1 of GDPR occurs and in accordance to the exceptions stated in paragraph 3 of the same article); the restriction of the treatment of your personal data (when one of the conditions established in the art. 18, paragraph 1 of GDPR occurs); □ ask the professional and obtain – in instances where the legal basis of the processing is contract or consent, and carried out with automated means – your personal data in a structured, commonly used, machine-readable and interoperable format, and to transmit it to another controller (right to data portability); □ oppose the processing of your personal data in particular situations involving you; □ withdraw consent only with regard to the instances where the processing is based on your consent for one or more specific purposes and involves common personal data (i.e. place and date of birth or country of residence), or particular data categories (i.e. data revealing race, political or religious beliefs, health state or sexual orientation). The processing based on consent and carried out before its withdraw maintains, however, its lawfulness; □ complain to the supervisor authority (Authority for the protection of personal data).

**The data controller** is TUTOR INTERNATIONAL s.r.l., in the person of the pro-tempore legal representative CHIARI GILBERTO, who can be contacted by email at info@tutorinternational.com or by certified email at [tutorinternational@ergopec.it](mailto:tutorinternational@ergopec.it). No data protection officer has been appointed (RPD/DPO). The privacy policy of Tutor International s.r.l. is published on the website [www.tutorinternational.com](http://www.tutorinternational.com).

Having obtained these information also orally by the data controller and committing myself to promptly inform about eventual data changes or updates, I agree that Tutor International s.r.l. implements all the activities mentioned above for which consent represents the legal basis of the processing and, for this reason,

□ I agree

□ I do not agree

To the processing of my personal data, for all the purposes and with all the modalities described in this statement.

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Place and date Signature and seal of legal representative

To be sent, also electronically, informative and promoting material regarding services provided by Tutor International s.r.l.,

□ I agree

□ I do not agree

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and seal of legal representative

N.B. Please return this form (also by fax) sealed and signed within 7 days. Otherwise, the absence of any response shalll be considered as tacit consent to the processing of your data.