

GDPR RIGHTS EXERCISE FORM

ARTS. 15-22 EU REG. 2016/679 "GDPR"

Dear Data Subject,

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

- **ACCESS** i.e. to ask for confirmation that processing is or is not taking place (Art. 15) and to know certain information about the processing such as:

- *the purposes of the processing;*
- *the categories of personal data involved;*
- *the recipients or categories of recipients to whom the personal data have been or will be disclosed, particularly if recipients in third countries or international organizations;*
- *the intended retention period of the personal data or, if this is not possible, the criteria used to determine this period;*
- *all available information about their origin if the data are not collected from the data subject;*
- *the existence of an automated decision-making process, including profiling (Art. 22 paragraphs 1 and 4,) and the consequences of such processing envisaged for the data subject.*

- **RECTIFICATION** of any inaccurate or incomplete personal data (Art. 16)

- **DELETION** of personal data or application of the so-called "right to be forgotten" (Art. 17)

- **LIMITATION** or reduction of the processing of personal data (art. 18)

- **PORTABILITY** of data (Art. 20) i.e., to receive in a structured, commonly used, machine-readable format personal data or, if technically possible, to obtain direct transmission between controllers

- **OPPOSITION** to the processing of personal data (Articles 21 and 22)

- **REVOCACTION** of consent to processing (art. 13)

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

DATA CONTROLLER: LA BOTTEGA SPA

Registered Office: TRECATELLI (AN), 60012, address Marco Polo 2

Phone Number: 071 791191

E-mail: info@labottega.com

DATA PROTECTION OFFICER:

E-mail: privacy@labottega.com

Please remember to send along with the form, also a copy of your ID. We will immediately acknowledge receipt of your request and respond as soon as possible (within a month at most).

The data Subject

Name and Surname	
Tax Code	
Place and date of birth	
Address	
Phone number	
E mail/Pec	

REQUESTS

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Access | <input type="checkbox"/> Limitation |
| <input type="checkbox"/> Rectification | <input type="checkbox"/> Portability |
| <input type="checkbox"/> Cancellation | <input type="checkbox"/> Opposition |

Or

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

Personal data	
Types od data	
Treatments	

With the following motivations:

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Notes:

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Place, date _____

Signature _____

INFORMATION NOTICE ABOUT EXERCISE OF PERSONAL DATA RIGHTS

Artt. 13-14 EU Reg. 2016/679 "GDPR"

Dear Data Subject,

The Company, as the owner of the processing of personal data related to the procedure initiated with this form, specifies that the processing is aimed at recognizing and guaranteeing the benefits provided for by EU and national legislation regarding the protection of personal data, with particular reference to the rights provided for in Articles 15 et seq. of EU Regulation 2016/679, as implemented in Italian law by the current legislation on the subject.

WHAT IS THE PURPOSE OF THE PROCESSING?

We process your data with the purpose of following up on your requests regarding personal data. In order to protect the confidentiality of the data communicated, to provide them with adequate protection and in order to minimize 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 unauthorized parties.

ON WHAT LEGAL BASIS DO WE PROCESS THE DATA?

According to Art. 6 GDPR, letter c) the processing is necessary to fulfill a legal obligation to which the data controller is subject.

FROM WHOM DO WE COLLECT DATA?

We always collect personal data directly from the Data Subject wherever possible.

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

WHAT CATEGORIES OF DATA DO WE PROCESS?

In addition to common personal data or contact data, processing may also involve special categories of personal data pursuant to 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 genetic data, biometric data intended to uniquely identify a natural person, data relating to a person's health or sex life or sexual orientation, or personal data relating to criminal convictions and offenses or related security measures, which may have been provided or acquired by the Data Controller in the context of the relationship with you. When making a request for the exercise of rights, providing your personal data is mandatory and necessary in order to handle the relevant inquiry.

TO WHOM DO WE DISCLOSE PERSONAL DATA?

The data are processed at the legal and operational headquarters of the Data Controller and in 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 exercise, where conceivable, of the right to portability under Article 22 of the GDPR, as implemented in current national legislation. Personal data will not be subject to profiling or other automated decision-making processes.

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

HOW DO WE PROCESS THE DATA?

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

IS THE DATA TRANSFERRED TO COUNTRIES OUTSIDE THE EU?

The data disclosed will not be transferred to third countries outside the European Union and with data protection regulations that are not aligned with EU Regulation 2016/679. We also specify that your data will not be subject by us to any dissemination either to unauthorized third parties or for purposes other than those stated in this policy.

HOW LONG DO WE KEEP THE DATA?

The data covered by this application will remain with the Administration until the definition of the procedure related to the exercise of the aforementioned rights, in deference to the purposes pursued by law, while they will be subject to deletion, where, at the end of the procedure, there are no interests to be safeguarded in judicial or extrajudicial procedures.

WHAT ARE THE RIGHTS?

In addition to the exercise of the aforementioned rights, the data subject's right to lodge a complaint before the Data Protection Authority against the data processing carried out remains unaffected.