



# BETTINI FORMIGARO PERICU

STUDIO LEGALE

## INFORMATION ON THE PROCESSING OF PERSONAL DATA in accordance with Article 13 of Regulation (EU) 2016/679

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**To the Employees and Collaborators**  
*of Bettini Formigaro Pericu*

Dear Madam, Dear Sir,

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (*General Data Protection Regulation* – hereinafter referred to as “**Regulation**” or “**GDPR**”) ensures the safeguard and protection of natural persons with regard to the processing of personal data, regarded as a fundamental right of every individual, in accordance with Article 8, c. 1, of the Charter of Fundamental Rights of the European Union, as well as in Article 16, c. 1, of the Treaty on the Functioning of the European Union.

Bettini Formigaro Pericu – Studio Legale (hereinafter referred to as “**BFP**” or the “**Firm**”), a law firm established under Italian law, through its partners, associates, collaborators, consultants and employees, complies with the principles and the provisions of GDPR, promoting the protection of the fundamental right to personal data protection and undertaking to carry out any data processing in accordance with the principles of lawfulness, fairness and transparency, ensuring that said processing is in any event compatible with the purposes that grounded data collection, ensuring – as far as this is possible – that data are collected and processed in accordance with the principles of appropriateness, relevance and purpose limitation and ensuring their accuracy, integrity and strict confidentiality, even in accordance with the rules of professional conduct.

A tal fine, ai sensi dell’art. 13 GDPR, desideriamo informarla che:

- Collection, processing and storage of data:** your data is collected, processed and stored by BFP, preferably in electronic and/or digital format, by means of IT systems and media under the constant control of the Firm (including audio/video recordings); in case it is not possible for the Firm to collect and/or process and/or store data in electronic and/or digital format, data processing will occur through the collection, compilation, production, printing and storage of paper documents. BFP does not process and analyze personal data through completely automated procedures and without the supervision of an operator. Digital and/or electronic data are stored and processed through IT systems or media owned by BFP, adopting appropriate security standards, or through IT systems or media of third parties, upon appropriate contractual arrangements designed to ensure adequate data protection standards.
- Type of data and purpose of processing:** your personal data – including special categories of data (Article 9 GDPR) – will be processed by BFP solely for the purpose of proper performance of the employment contract or the collaboration contract between you and the Firm or for purposes of security, protection of goods, property and the Firm’s rights and to safeguard and protect the rights of individuals, also before the courts.
- Necessary provision of data:** we inform you that provision of your personal data is necessary for the purposes of the contract. Your refusal to provide BFP with your data could make it impossible to perform the contract between you and the Firm. In accordance with the principle of purpose limitation, under Article 1 GDPR, the

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Firm undertakes to collect and process only the data that appears appropriate and necessary for the purposes referred to in paragraph 2.

4. **Communication of data:** in accordance with legal and ethical requirements that apply to BFP, the Firm is committed to keep your personal information confidential and not to disclose it to third parties outside the Firm organization, in accordance with the client-lawyer relationship. For the purpose referred to in paragraph 2, (other than those set out in letter (e)) and to the extent this is necessary for a proper fulfilment of your requests, or to comply with European and national legislation, your personal data, including special categories of data, may be communicated to professionals, consultants or contractors, to Bar Councils or other professional bodies, to administrative or judicial authorities, in Italy and overseas, to the institutions and agencies of the European Union, or to other international organizations, to mediation and conciliation bodies, as well as to Italian, foreign and international arbitration bodies/chambers, to public entities in general (including social security institutions, welfare and insurance institutions, etc.), banks and insurance companies, financial and customs authorities, police authorities, bailiffs, regions and local authorities to the chambers of commerce, to notaries and other public officials or public servants, to the other party and/or parties of a proceedings (of any kind, such as mediation or conciliation, semi-judicial and administrative proceedings, judicial or arbitration proceedings). In particular, your personal data may also be used for the filing of documents and acts or for oral exposure, within all the above proceedings. For the purposes and within the limits mentioned above, the data may be communicated at national level, within the European Union or to third countries, if necessary, even in the absence of a Commission decision under Article 45 GDPR — in the cases laid down by Articles 46, 47 and 49 GDPR. Data may also be communicated to/accessed by the System Administrator. The communication of your data to subjects and for purposes other than those specified above is subject to your express and specific consent.
5. **Retention period:** BFP will retain your data for a maximum period of ten years, commencing from the date of termination of the contract between you and the Firm. Audio/video recordings will be retained for a period not exceeding 24 hours from collection (in case they are legitimately used for evidentiary purposes, the ordinary term of ten years will apply). Data may be retained for a period exceeding the period specified in this paragraph in case retention is required or is reasonably necessary to comply with an obligation imposed by national or European Union laws, within the time strictly necessary for the fulfilment of that obligation, or in order to comply with an order of the authority, or in order to protect rights or legitimate interests of the Firm, even in judicial proceedings, within the time strictly necessary for that purpose.
6. **Rights of the data subject:** you have the right at any time to ask the Firm: (a) whether your data is being processed and, if so, you are entitled (i) to ascertain the purpose of the processing, (ii) to know the categories of data concerned, (iii) to know the recipients or categories of recipients to whom personal data have been or will be disclosed, (iv) to know the period of retention of personal data, (v) to lodge a complaint with the competent authority, (vi) if your data have been received by the Firm from third parties, to receive as much information as possible about their origin; (b) in case data is transferred to a third country, whether there are adequate safeguards in accordance with Article 46 GDPR; (c) to receive a copy of the personal data retained by BFP, provided that communication not infringe the rights and freedoms of third parties; (d) the rectification or integration of inaccurate or incomplete personal data; (e) the erasure of your personal data, in the event that (i) they are no longer necessary for the purposes referred above, (ii) you have withdrawn your consent to the processing your personal data, where there is no other legal basis for processing, (iii) you objected to processing of your personal data in accordance with Article 21, c. 1, GDPR and no legitimate reasons prevail for processing, (iv) data should be erased in order to comply with a legal obligation, (v) the reasons provided by Article 17, c. 3 GDPR are not verified, and – in particular – your data are not needed to establish, exercise or defend a right within judicial proceedings; (f) the restriction of processing under the conditions provided by Article 18 GDPR; (g) the portability of data processed with automated systems, under the conditions laid down in Article 20 GDPR. You also have the right to object to the processing of data under the conditions laid down in article 21 GDPR. You have the right to lodge a complaint with the supervisory authority (authority for the protection of

personal data) to protect your rights.

7. **Consent:** pursuant to Articles 6 and 9 GDPR, personal data other than “special” data listed in Article 9 GDPR (i.e. data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, membership of a trade union organization, genetic data or biometric identification data, data concerning health, sex life or sexual orientation) can be collected, processed and stored by BFP, even without your explicit consent, for the purposes of proper performance of the contract between you and the Firm, or for the purposes of preliminary and/or preparatory studies and analysis, and therefore for the typical activities of the legal profession, better referred to in paragraph 2, or for the purpose of protection of the rights and legitimate interests of the Firm, in so far as this does not harm your fundamental rights and freedoms, as well as for the fulfilment of obligations arising from European or national legislations, including tax laws, anti-money laundering laws and counter-terrorism laws. In accordance with Article 9 GDPR “special” data may be processed and stored by BFP, even in the absence of your express consent, if the processing is necessary to establish, defend or exercise a right before courts, or in any case for purposes connected with the exercise of judicial powers, or in order to perform the obligations and exercise the rights of BFP in the field of labor law, social security and social protection, to the extent that such treatment is authorized by European or national legislation or by a collective agreement and does not affect your rights and fundamental freedoms.

BFP guarantees the adoption of codes of conduct, *best practices* and technical measures (digital and physical) suitable for the protection of personal data, either directly or in case third parties are involved, through appropriate contractual provisions. BFP ensures the performance of periodic checks and updates in relation to the adequacy and proper application by its partners, associates, collaborators, consultants and employees, of the codes of conduct and technical measures adopted by the Firm.

This information is free. The Firm is available to provide additional information and/or clarification. In accordance with Article 12 GDPR, you have the right to request that information be provided verbally and/or in electronic form. BFP will evaluate, on a case by case basis, whether the supplementary information is redundant. In case requested information has already been provided, BFP may refuse to provide it again or ask for the cost of provision to be reimbursed.

The **controller** is: Bettini Formigaro Pericu – Studio Legale, with headquarters in Genoa, Corso Aurelio Saffi n. 7/12, 16128, tax code and VAT number 01836390995, Tel. 010/581746, Fax. 010/5531960, mail: [segreteria@bfplex.com](mailto:segreteria@bfplex.com), legal representative: Mr. Andrea Bettini.