

Saronno, _____

To _____

Object: INFORMATION AND CONSENT TO THE PROCESSING OF PERSONAL DATA

Professional assignment relative to.....

I inform you that the personal data given during the conferment of the professional assignment in object return in the category of the common personal data and they are aimed only to the implementation of above-mentioned assignment, and will be stored in PRR Architetti's office, with legal headquarter in Saronno (VA), via A. Ramazzotti 4H.

The owner and data controller is PRR Architetti with headquarter in Saronno (VA), via A. Ramazzotti 4H, phone 0039 02 9600041, email: info@prrarchitetti.it

Responsible for processing personal data are, jointly as Associated: arch. Sara Pivetta, arch. Stefania Restelli, arch. Stefano Rigoni.

In case, for organizational reasons inside the office and referring to the professional assignment above, should be identified a responsible for processing personal data different of that written above, the contact details of this last will be placed in the letter of offer approved at the start of the implementation of the professional assignment.

The owner and responsible of the processing, also according to the art. 35 of the European Regulation UE 2016/679, have implemented technical and organizational measures inside the office appropriate to guarantee a level appropriate to the risk by authentication systems; authorization systems; protection systems (antivirus and firewall), copying systems and conservation of electronic archive, and IT systems to promptly restore data availability and access in the event of a physical or technical incident.

The data processing, which will have in object the fulfillment of the accounting, taxes and social security obligations, following invoices issued by our office following the aforementioned offer, will occur by the use of processes also digitize, in the necessary ways and the limits to pursue the aforementioned purpose and in the respect of the above-listed security measures, at Roberta Ricco's office situated in Via Geremia Bonomelli, 14, 20037 Paderno Dugnano MI, our tax consultant; we also inform you that the staff and the collaborators of our office could learn about of the personal data in object.

Of course the personal data in our possession will be communicated to the interested public authorities (social security and welfare institutions, financial offices, municipality offices, etc.).

The data conferment is necessary for the development of our professional business and due to the omission of them involves the impossibility to carry out exactly to the legal obligations as well as those derived from the professional assignment in object.

The personal data you gave us will be kept for the time period linked to the professional assignment as well as to the legal obligations (accounting, tax and social security) linked to the completion of the assignment.

However, the rights established by the UE 2016/679 Regulations of personal data access are recognized; to get the correction or their cancellation or limiting the processing that concern it; to oppose the treatment, to the portability of data; to revoke the consent; to submit a complaint to the supervisory authority.

In the possibility of personal data violation (security violation which involve the distruction accidentally or in illegal way, the loss, the modification, the disclosure not allowed or not allowed access to personal data given, preserved or anyway processed) we will comply with the provisions of the Regulation EU 2016/679, art. 33.

We are pleased to send you kind regards

Data controller: _____

For receipt: _____