



Sicomat SRL
Via Bologna, 10/D
12084 Mondovì (CN)
VAT Number: 03194580043

HOW TO SEND THE FORM

✉ By paper mail:
Sicomat SRL
Via Bologna, 10/D
12084 Mondovì (CN)
ITALY
att. privacy contact

N.B.: the following wording must be written on the envelope:
"Request exercise of the rights of the Data Subject - Reg. EU 2016/679 - GDPR".

✉ Via email to the following address:
privacy@sicomat.com

NB: the subject of the email must contain the words:
"Request exercise of the rights of the Data Subject - Reg. EU 2016/679 - GDPR".

For the answer, the same means adopted by the Data Subject for sending the form will be used preferentially

The request, if legitimate and motivated, can be exercised free of charge; if an amount is reimbursable for reimbursement of expenses, the Data Subject will be notified in advance and confirmation will be required before proceeding.

The maximum response times for Sicomat SRL are set in days 30 upon receipt of the completed form.

If the form is not presented personally to our employees who will be able to proceed to a direct identification, it is necessary to attach a copy of the identification document indicated on the first page of the form; the photocopy will be placed on the case-file and kept after affixing a cancellation note (example: "this document has been acquired by Sicomat SRL together with the form for exercising the rights of the Data Subject presented on").

FORM FOR THE EXERCISE OF THE RIGHTS OF THE DATA SUBJECT

Pursuant to art. 15 to 22 of the Reg. EU 2016/679 - GDPR

In order to facilitate the satisfaction of your request, please indicate below the processing or alleged processing carried out by Sicomat SRL that concern you (describe: e.g. sending advertising communications, employee, customer, user service of....)

The undersigned _____ born in _____ on _____, identifiable through the identification document category _____ N. _____ issued by _____ and expiring on _____ intends to exercise the following rights as per articles 15 to 22 of the Reg. EU 2016/679 - GDPR (tick one or more cases as appropriate):

Art. 15 of Reg. EU 2016/679 - Access to personal data

The undersigned asks for confirmation that a processing of personal data concerning him/her is underway

If so, he/she requests access to such data, a copy of the same, and all the following information:

- the purposes of the processing (Art. 15 paragraph a));
- the categories of personal data processed (Art. 15 paragraph b));
- the recipients or the categories of recipients to whom the personal data have been or will be communicated, in particular if recipients of third countries or international organizations (Art. 15 paragraph c));
- the retention period of the data processed, or, if this is not possible, the criteria used to define the retention period (Art. 15 paragraph d));
- the origin of the data (subject or source from which personal data were acquired) (Art. 15 paragraph g));
- the existence of an automated decision-making process, including profiling, and the most significant information on the logic used, as well as on the importance and the expected consequences on the Data Subject as a result of such processing (Art. 15 paragraph h)).

Art. 16 of Reg. EU 2016/679 - Right of rectification

The undersigned intends to ask:

- the correction of inaccurate data (specify in the space below the requests/reasons/corrections):

- integration with the following data (indicate in the space below the requests/reasons/corrections):

Art. 17 of Reg. EU 2016/679 - Right to cancel (right to be forgotten)

The undersigned intends to request the cancellation of his/her personal data processed as:

the data are no longer necessary in relation to the purposes for which they were collected or processed

the Data Subject intends to revoke the consent given (in which case specify the purpose for which the consent is to be withdrawn).

N.B.: Sicomat SRL will process this specific request if there is no other legal basis for the processing.

the Data Subject opposes the processing

N.B.: Sicomat SRL will initiate this specific request if there is no legitimate overriding interest with respect to the rights of the Data Subject.

personal data has been unlawfully processed

personal data must be deleted to fulfill a legal obligation under the law of the European Union or of the Member State to which Sicomat SRL is subject

Art. 18 of Reg. EU 2016/679 - Right to restriction of processing

The undersigned intends to limit the processing of personal data processed as:

he/she disputes the accuracy of the data processed
(indicate in the space below the requests/reasons/corrections):

the processing of data is illegal

the data are no longer necessary as no processing has ceased

the outcome of the opposition to the processing required pursuant to Art. 21 n. 1 is under review.

Art. 19 of Reg. EU 2016/679 - Notification of the third parties informed of the corrections / cancellations / limitations of the processing

The undersigned requires to be updated on any recipients of communication of their personal data regarding processing for which rectification, cancellation or limitation of processing has been requested.

Art. 20 of Reg. EU 2016/679 - Right to data portability

The undersigned asks to:

receive data in a structured, commonly used format which is readable by an automatic device, since the conditions set out in n. 1 paragraph a) and b) are met.

directly communicate data to another subject that can be contacted at the following addresses:

Art. 21 of Reg. EU 2016/679 - Right to opposition

The undersigned objects to the processing of personal data:

pursuant to art. 6, n. 1 par. e) or f) for the following reasons related to his/her particular situation:

pursuant to n. 2 for direct marketing purposes:

Art. 22 of Reg. EU 2016/679 - Automated decision-making process - profiling

The undersigned requires not to be subject to a decision based solely on automated processing (including profiling).

N.B.: Sicomat SRL will execute this specific request unless the automated decision-making process is not necessary for the conclusion or execution of a contract (Art. 22 n. 2 paragraph a)), is authorized by EU or state law member to whom the data controller is subject (Art. 22 n. 2 paragraph b)) or is not based on the explicit consent of the data subject (Art. 22 n. 2 paragraph c)). In the cases referred to in art. 22 n. 2 par. b) and c) he/she may in any case request human intervention from the Data Controller and may express his/her opinion or contest the decision.

Space for any further information or notes

Finally, we remind you that you have the right to lodge a complaint with a supervisory authority (Art. 15 par. f), in which case we invite you to consult the website of the Italian Data Protection Authority www.garanteprivacy.it

Date and place _____

In witness thereof,
