
Dear Sirs,

In order to provide you with professional and administrative correspondence, please fill in the accompanying data sheet and send the original back to our office by regular mail.

You also may send the data sheet to us separately by:

e-mail: jpto@jacobacci.com

or

telefax: (+39) 011.286300.

(J&P Ref. and office: _____)

1. ADMINISTRATIVE DATA

NAME OF COMPANY OR INDIVIDUAL (full name) _____
LEGAL ADDRESS / DOMICILE _____
SUITE _____
CITY _____
STATE _____
COUNTRY _____
ZIP CODE _____
P.O. BOX _____ ZIP CODE OF P.O. BOX _____
TELEPHONE No. _____
TELEFAX No. _____
* GENERAL E-MAIL _____
* **TAX I.D. No. (mandatory)** _____
* Please always quote

FOR EU RESIDENTS ONLY, PLEASE NOTE THAT IF YOU DO NOT INCLUDE YOUR V.A.T. IDENTIFICATION NUMBER BELOW, ITALIAN VAT (22%) WILL BE ADDED TO THE INVOICES WE SEND YOU.

V.A.T. No.: _____

LEGAL STATUS:
 COMPANY (please specify the type of legal entity e.g. Ltd., GmbH, S.A. etc.): _____
 PRIVATE INDIVIDUAL (If this box is checked, please also fill in the *Declaration for Private Individuals Only* below)
 OTHER (please specify): _____

2. OPTIONAL ADDITIONAL ADDRESS(ES)

ONLY COMPLETE THIS SECTION IF YOU WOULD LIKE YOUR CORRESPONDENCE TO BE SENT TO A DIFFERENT ADDRESS (E.G., ANY PERSON OR COMPANY DIFFERENT FROM WHAT YOU STATED ABOVE). PLEASE PROVIDE THE RELEVANT INFORMATION BELOW.

NAME OF COMPANY _____
MAILING ADDRESS FOR CORRESPONDENCE _____
NAME OF CONTACT PERSON _____
(*) E-MAIL ADDRESS FOR INVOICES _____
E-MAIL ADDRESS FOR ALL CORRESPONDENCE _____

IF YOU WOULD LIKE TO RECEIVE ALL CORRESPONDENCE ONLY BY EMAIL, PLEASE INDICATE BY CHECKING THE FOLLOWING BOX:
 EMAIL ONLY

OTHER NOTES: _____

SIGNATURE OF LEGAL REPRESENTATIVE (of company named in part 1 above) _____


DATE _____

(*) If is not indicated any specific e-mail address, we refer to GENERAL -EMAIL as above for sending our Invoices.

DECLARATION FOR PRIVATE INDIVIDUALS ONLY

THE UNDERSIGNED _____ DECLARES/CERTIFIES ON HIS/HER OWN SOLE RESPONSIBILITY THAT HE/SHE IS ACTING AS A PRIVATE INDIVIDUAL AND CERTIFIES THAT **HE/SHE IS NOT A V.A.T. SUBJECT UNDER LOCAL TAX LAW.**

DATE _____ SIGNATURE _____

DATA CONTROLLER		DOCUMENT	LEGAL REF.
	Jacobacci & Partners S.p.A. Corso Emilia, 8 10152 Turin (TO)	PRIVACY POLICY referring to the processing of the personal data of customers/suppliers and their representatives	Reg.EU 2016/679 – G.D.P.R. General Data Protection Regulation Art.12, 13, 14

GENERAL INFORMATION

Customers/suppliers (data subjects) and their representatives (hereinafter "data subjects", pursuant to Art.4(1) of the GDPR)) are hereby informed that the professional relationships established with the undersigned Controller may involve the processing of personal data, **in compliance with the following general principles:**

- All data is processed in a lawful, correct and transparent manner with regard to the data subject, in accordance with the general principles laid down in Art. 5 of the GDPR;
- Specific security measures are observed to prevent data loss, unlawful or incorrect use and unauthorised access;
- **The Data Controller is the undersigned Jacobacci & Partners with registered office in Corso Emilia, 8 – 10152 Turin (TO) - (Contact details: Tel. 0112440311 E-mail jpto@jacobacci.com);**
- The Data Controller has chosen to appoint a Data Protection Officer, who may be contacted to exercise all rights laid down by Arts.15-21 of the GDPR (right of access, rights to rectification, erasure, restriction, portability, right to object), as well as to withdraw consent that was previously granted or to lodge a complaint with the Supervisory authority for protection of personal data.

DATA SUBJECT

The Controller processes personal data for identification of the client/supplier (for example, name, surname, business name, registry/taxation data, address, telephone number, e-mail, banking and payment references) and of its operational contacts (name, surname and details of contact person) as acquired and used **in connection with performance of services supplied to the Controller.**

PURPOSE AND LEGAL BASIS OF THE PROCESSING

The data is processed for:

- Concluding contractual/professional relationships;
- Fulfilling pre-contractual, contractual and taxation obligations arising from ongoing relationships, as well as handling the required communications connected with them;
- Fulfilling obligations laid down by legislation, regulations, Community regulations or by order of an Authority;
- Exercising a legitimate interest as well as a right as Controller (for example: the right of defence in law, safeguarding of credit positions; normal internal requirements of an operational, management and accounting nature).


Failure to supply the aforementioned data will make it impossible to establish a relationship with the Controller. The aforementioned purposes represent, under Art. 6, subparagraphs b,c,f, a valid legal basis for lawfulness of processing. Should an intention to perform processing for other purposes arise, special consent will be requested from the data subjects concerned.

METHOD OF PROCESSING

Processing of personal data is carried out by means of the operations shown in Art. 4 no. 2) of the GDPR, or to be exact: collection, recording, organisation, storage, consultation, processing, adaptation or alteration, selection, retrieval, alignment, use, combination, restriction, disclosure, erasure or destruction of personal data. Personal data shall be subject to processing both in paper and electronic and/or automated form. The Controller shall process personal data for the time necessary to fulfil the purposes for which it was collected and related legal obligations.

SCOPE OF THE PROCESSING

The personal data shall be processed by internal subjects officially authorised and trained, pursuant to Art. 29 of the GDPR. The scope of disclosure of the personal data may also be requested, to obtain precise indications as to any external subjects operating as independent Processors or Controllers of the processing (consultants, technicians, banking institutes, carriers, etc.). Please note, also, that the personal data may be subject to intercompany disclosure among Group companies. The data is not subject to dissemination or transfer to countries outside the EU. If it is required, in case of tenders/subcontracts or fulfilment of regulatory obligations (e.g. fair trade, anti-corruption, anti-mafia, anti-money-laundering, etc.) to collect personal data of their employees from clients/suppliers, it shall be agreed between the parties that this company is entitled to processing as an external Data Processor (Art.28 GDPR) or an authorised subject (Art.29 GDPR). As part of this relationship, the undersigned company undertakes to process such data in compliance with the conformity requirements

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established by the GDPR, guaranteeing any disclosure to further parties exclusively within the scope of specific legal obligations.

RIGHTS OF DATA SUBJECTS (GDPR Arts. 15-22)

At any time, data subjects may exercise the right to:

- Obtain confirmation as to the existence of personal data;
- Obtain information on the processing purposes, the categories of personal data, the recipients or categories of recipients to whom the personal data has been or will be disclosed and, when possible, the storage period;
- Obtain rectification and erasure of the data;
- Obtain restriction of processing;
- Obtain data portability, i.e. receive it from a data controller, in a structured format, commonly used and readable by an automatic device, and transmit it to another data controller without hindrance;
- Object to processing at any time and also in the case of processing for direct marketing purposes;
- Object to an automated decision-making process concerning natural persons, including profiling;
- Lodge a complaint with the Italian Data Protection Authority.

Signed in acknowledgement: _____

SIGNATURE OF THE LEGAL REPRESENTATIVE

[COMPANY NAME / CLIENT NAME]

Date _____

Specific consent for sending information circulars and newsletters

The signature below also confirms our specific consent for sending information circulars, news and updates regarding industrial property or Jacobacci & Partners S.p.A. newsletters, in compliance with the right to object, in whole or in part, to this specific processing (opt-out, Art. 21 GDPR, Right to object), according to the method included in the submission.

Signature for specific consent

SIGNATURE OF THE LEGAL REPRESENTATIVE

[COMPANY NAME / CLIENT NAME]

Date _____