

# Information Notice on Client Personal Data Processing

## Data Controller

Personal data are processed by:

**Ins & Outs English Services**—legally represented by Mrs. Alexa Spanghero

Place of business: via Francesco Trevisani 6, 34139 Trieste, Italia.

Email: [insandouts.enservices@gmail.com](mailto:insandouts.enservices@gmail.com)

Website: [www.ins-n-outs.com](http://www.ins-n-outs.com)

The Data Controller, in compliance with art. 5 of Reg. No. 679/16, is responsible for ensuring that the processing of data is legit, correct and transparent towards the data subject.

## Subject of Processing and Type of Processed Data

The data collected from the data subject are personal data, contact data, bank and tax data, and any potential biographical information, as well as personal data that may be included in the Work that is the subject of the contract of editing services supply that is entered into with the Data Controller.

## Purposes and Legal Basis of Data Processing

The provided data in the context of the fulfillment of the editing service supply contract (including the pre-contractual contact phase and quote request, as well as any potential services provided following contract fulfillment) are processed for the following purposes:

1. **Allowing for entering into and fulfilling the editing service contract** and, in particular, for performing editing, consultation, and the analysis and/or writing of the Work. Providing personal and contact data is necessary for allowing the contract to be entered into and fulfilled. In the absence of these data, it will not be possible to stipulate the editing service supply contract.
2. **Legal obligations:** Data are processed to fulfil legal obligations resulting from or related to the contract (including but not limited to tax regulations, administrative–accounting obligations, etc.), as well as derived from the regulation on the protection of personal data. Providing personal data for these activities is required by law.

- 3. Communication and marketing purposes:** Contact details (address, email) may be used to provide information on initiatives by Ins & Outs English Services and, more broadly, for marketing purposes. Providing personal data for these activities is not required by law or contract and is subject to explicit consent given by the data subject. If data are not provided for these purposes, it will not be possible to keep you informed of initiatives and products of our editing company.

Fulfilling the editing service supply contract constitutes legal basis for the activities related to the purposes indicated in item 1; national applicable law constitutes legal basis for the activities related to the purposes indicated in item 2; the purposes indicated in item 3 are exclusively based on the explicit consent given by the data subject.

### **Processing Methods and Data Protection**

Personal data processing is performed with the following methods: collection, organization, storage, consultation, alteration, erasure and destruction. Such data will be subjected to paper, electronic and computer processing exclusively for the purposes indicated in the above items.

The Data Controller ensures that suitable safety measures are in place to protect data from loss, abuse and forgery risks. In compliance with art. 32 Reg. No. 679/16, the data provided to the Data Controller will be stored on password-protected hard drive, and the provided editing service will be made available, via link, only to the Client using a temporary download method. Data transfer outside the European Union is not envisaged.

### **Processing Period**

The Data Controller will process the provided data for the time necessary to fulfill the above purposes and at any rate for no longer than 10 years from the termination of the relationship for editing service purposes and 5 years for communication and marketing purposes.

### **Data Access and Communication**

The provided data may be made available, only for the abovementioned purposes, to the following:

- Employees or collaborators of the Data Controller, as data processors;
- Third parties (for example, technicians providing software and hardware support, lending institutions, professional firms) that perform outsourcing activities for the Data Controller, as data processors.

Without the Client's explicit consent, the Data Controller can share the data with Supervisory Authorities and Legal Authorities, as well as all other parties with whom data sharing is required by law for the indicated purposes. Data will not be disseminated.

## **Rights of the Data Subject**

In compliance with artt. 13 et seq. Reg. No. 679/16, which are explicitly referenced, the data subject is entitled to the following rights:

- Right to ask the Data Controller for access to personal data and their correction or erasure, right to restriction of the processing of personal data that concern the data subject and right of opposition to their processing, as well as right to data portability;
- If consent for one or more specific purposes has been given, right to withdraw consent at any time without jeopardizing the legitimacy of data processing based on the consent given prior to withdrawal;
- The right to lodge a complaint with a Supervisory Authority.

*This information notice may be subject to variations and amendments to comply with the current regulations on data processing—GDPR (Regulation 679/16). Last updated on 15 November 2023.*

The undersigned \_\_\_\_\_ born in \_\_\_\_\_ on \_\_\_\_\_ and living in \_\_\_\_\_ tax code \_\_\_\_\_

Declares to have been given and to have read the above information notice, and having been informed of the following:

- The identity of the Data Controller;
- The methods with which processing is performed;
- The purposes for processing personal data, including special categories of personal data;
- The rights that the data subject is entitled to;

**CONSENTS**

in compliance with art. 7 et seq. Reg. No. 679/16 to the processing of personal data according to the methods and restrictions indicated in the attached information notice.

Place, \_\_\_\_\_

\_\_\_\_\_

The undersigned, regarding the communication and marketing purposes as indicated in the attached information notice,

**CONSENTS / DOES NOT CONSENT**

to the processing of personal data according to the methods and restrictions indicated in the attached information notice.

Place, \_\_\_\_\_

\_\_\_\_\_