

INFORMATIVE NOTE

ACCORDING TO ARTICLE 13 EU GENERAL DATA PROTECTION

REGULATION (GDPR) nr. 679/2016

Dear Client,

according to article 13 EU General Data Protection Regulation (GDPR) nr. 679/2016 (hereinafter GDPR), and with reference to personal datas Lattanzi's Law Firm will acquire we inform You that:

1. Data controller and responsible for the protection of personal data

The data controller is the Law Firm Enrico Lattanzi in person of the lawyer Enrico Lattanzi (hereafter also referred to as "Professionalist") with domicile in 55100 Lucca, Viale Giacomo Puccini n.75.

The professionalist can be contacted via PEC at enrico.lattanzi@pec.avvocatilucca.it address or e.lattanzi@lattanzistudio.it e-mail address or telephone numbers 0583/584981 and fax number 0583/316172.

The law firm has not appointed a "Responsible for the protection of personal data" (RPD), that is, a "data protection Officer" (DPO).

2. Purpose of the treatment

The treatment is entirely aimed at the correct and complete fullfilment of the entrusted professional job, both judicial and off Court assignment.

Your data will be processed in order to:

- fulfill the obligations under the fiscal and financial legislation;
- respect the professional duties as required by current legislation.

The personal data may be processed by paper and electronic files (including portable devices) and processed through the manners provided for the aforementioned purposes.

3. Legal basis

The Professional's office treats your personal data lawfully when the treatment:

- it is necessary for the execution of the mandate, for a contract of which you are a part, or for the implementation of pre-contractual measures adopted on request;
- it is necessary to fulfill a legal obligation incumbent on the professional;
- is based on the express consent (if newsletters are sent by the law firm).

4) Consequences of failure to communicate personal data

With regard to personal data relating to the execution of the contract of which you are a party or related to the fulfillment of a regulatory obligation (for example the obligations related the accounting records and tax), the lack of communication of personal data prevents the improvement of the contractual relationship itself.

5) Data retention

Your personal data, object of treatment for the above mentioned purposes, will be kept for the duration of the contract and, subsequently, for the compulsory time required for fiscal purposes or for other purposes provided for by the law or regulation.

6) Communication of the data

Your personal data may be disclosed to:

a) consultants and accountants or other lawyers who provide functional services for the purposes of article 2;

b) banking and insurance institutions that provide functional services for the aforementioned purposes;

c) subjects who process data in execution of specific legal obligations;

d) judicial or administrative authorities, for the fulfillment of legal obligations.

7) Diffusion of the data

Your personal data are not subject to disclosure or in any automated decision-making process, including profiling.

8) Clients' rights

Your recognised rights by the GDPR are:

- ask to the professional the access to Your personal data and the concerned informations; the amendment of inaccurate data or the integration of incomplete data; the cancellation of Your personal data (when one of the grounds of article 17, paragraph 1 of the GDPR occurs and in compliance with the exceptions provided by the paragraph 3 of the same article); the limitation of the treatment of Your personal data (when one of the circumstances of article 18, paragraph 1 of the GDPR occurs)
- request and obtain from the Professionalist (in the cases in which the legal basis of the treatment is the contract or consent, and the same is done by automated means) Your personal data in a structured format and readable on automatic device, also in order to communicate such

data to another data controller (so-called “Right to the portability of personal data”);

- oppose in any moments at the processing of Your personal data to the occurrence of particular situations that regard You;
- withdraw the consent in any time, limited to the cases in which the processing is based on Your consent for one or more specific purposes and concerns common personal data (for example, date and place of birth or place of residence) or particular categories of data such as those revealing Your racial origin, political opinions, religious beliefs, health status or sex life (the treatment based on the consent, and prior at the revocation, remain lawful)
- lodge complaint with a supervisory authority (The Data Protection Authority).

Lucca, 20/05/2018

Avv. Enrico Lattanzi