

Information Notice

pursuant to Article 13, Regulation (EU) 2016/679 (the “Regulation” or “GDPR”)

With this information notice, InfoCert S.p.A. would like to illustrate the purposes for which it collects and processes Your personal data, which categories of personal data are processed, what are Your rights according to the applicable *data protection* legislation and how they can be exercised.

First of all, please note that the processing of the personal data is related to the issuing of a qualified certificate of digital signature in Your favour by InfoCert S.p.A., in execution of an existing contract between InfoCert S.p.A. and one of its costumers/business partners (“**Partner**”), of which You are an employee.

1. THE DATA CONTROLLER

InfoCert S.p.A., with registered office in Piazza Sallustio n. 9, 00187 - Rome (RM), is the data controller of Your personal data (“**InfoCert**” or “**Data Controller**”).

You may contact the Data Controller via certified e-mail at infocert@legalmail.it, or via regular mail at InfoCert S.p.A., Piazza Sallustio n. 9, 00187 - Rome (RM).

2. DATA PROTECTION OFFICER

InfoCert has designated the Data Protection Officer (“**DPO**”) appointed at group level as its own DPO.

You may contact the DPO via certified e-mail at dpo_tinexta@legalmail.it, or via regular mail at:

Data Protection Officer
Tinexta S.p.A.
Piazza Sallustio n. 9
00187 - Rome (RM).

3. PERSONAL DATA DEFINITION AND INFORMATION REGARDING THE PROCESSING ACTIVITIES

Under the GDPR, personal data is defined as: “*Any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person*” (“**Data**”).

InfoCert, in its capacity as accredited certification body, collects the identification and contact Data supplied by You in order to provide You with the service/services - including the related ancillary services – covered by the framework agreement between InfoCert and the Partner (“**Services**”).



For this purpose, in the context of the activities related to the establishment and subsequent management of the contractual relationship functional to allow You the use of the Services, InfoCert collects and processes the following categories of Data: identification data (*e.g.*, name, surname, tax code, VAT number);

- ii. contact data, such as address of residence or domicile, e-mail address and telephone number;
- iii. company/firm, industry, job and job function;
- iv. any additional information necessary for the establishment and subsequent performance of the contract or for any activity that is necessary or functional to it, including those potentially collected in the context of credit checks and fraud prevention.

In addition, we inform You that the Services request implies Your identification which may occur, if necessary, through an optional recognition procedure via *webcam*, namely by remote identification during an audio/video session recorded by an operator (“**Web Identification**”). Here as well, the recognition will not take place through automated tools but will be carried out manually by an operator.

Your identification may also take place through another optional identification procedure called “**eDocID**”.

The Web Identification and the eDocID identification, if chosen by You, imply that InfoCert will process not only the Data, but also voice registration data as well as images and videos referable to You (“**Biometric Data**”), which will be processed by InfoCert for the sole purpose of identifying You and allowing You to benefit from the requested Services. Therefore, the processing of Biometric Data will be limited to:

- the registration of the audio/video stream related to the exhibition of Your identification document and to Your interaction with the operator, in the part where Your actual intention to access the Services will be documented. In this regard, prior to the beginning of the Web Identification session, the operator commissioned by the Data Controller will provide You with the appropriate information in order to make You aware of the methods and purposes of the processing activities carried out to this end and, subsequently, the operator will collect Your consent to perform such processing;
- the recording of the audio / video stream relating to the display of the mechanically readable identity document and whose data present in the chip will be extracted with the aid of a proximity reader in your possession as well as relating to the automatic procedure for the recording of Your face (“video-selfie”).

It is understood that, in case You prefer to refuse the *Web Identification* or *eDocID identification* option, You may still access the Services by requesting to be identified through the alternative methods offered by InfoCert, which will be provided under the existing legislation and governed by the Operating Manual



ICERT-INDI-MO, applicable to the Service You requested (for further information, please visit the website www.infocert.it). Although the *Web Identification* and *eDocID identification* are just some recognition procedure laid down in the Operating Manual, where the Partner has decided to make available to the employee only the *Web Identification or eDocID identification*, the refusal to proceed with such recognition method will make the Service provision impossible.

Without prejudice to the optional nature of the Web Identification, as a general rule, the provision of Data is entirely voluntary; any refusal to provide the information referred to will, however, prevent InfoCert from following up on Your requests with the subsequent impossibility to offer the Services requested.

4. DATA PROCESSING PURPOSES AND RELATING LEGAL BASIS

a) Establishment, management and execution of the contractual relationship

The Data Controller will process the Data for the execution of pre-contractual measures (*e.g.*, in the event of a request for information prior to the conclusion of a possible contract), the establishment and following management of the contractual relationship of which You are a party and for all the activities ancillary to this, among which, by way of example and where applicable, the ordinary administrative management of the contract, the performance of the services referred to in the agreement, the issuing and payment of invoices, the management and the response to the requests for technical assistance, also *on line* (*c.d. trouble-ticking*), the registration and the retention of the Data in order to keep the evidence of Your intention to request the Service, the sending of communications with informative content regarding the imminent termination of the existing contract in order to avoid adverse consequences, *etc.*

The relevant processing will take place on the legal basis referred to in Article 6, paragraph 1, letter b), GDPR, being the processing necessary to the execution of a contract of which You are a party or to the execution of the pre-contractual measures adopted in response to Your request.

Should You opt for the *Web Identification* or *eDocID* procedure, InfoCert will also process Biometric Data. In this case, the processing will be carried out under the specific consent of the data subject pursuant to Article 6, paragraph 1, letter a), and 9, paragraph 2, letter a), GDPR, given directly at the time of the identification.

b) Compliance with legal obligations

The Data Controller will process Data for the fulfilment of legal and regulatory obligations, both national and European, possibly imposed on it (including, where applicable, those provided for under anti-money laundering legislation) for the establishment and management of the contractual relationship. By way of example, the Data will be collected in digital mode – and stored in encrypted mode – in electronic files, in compliance with (i) Legislative Decree 82/2005 (“Codice dell’Amministrazione Digitale” or “**CAD**”); and (ii) Regulation (EU) 2014/910 (“*Electronic IDentification Authentication and Signature Regulation*” or “**EIDAS Regulation**”).



If necessary, the processing will be based on the legal basis referred to in Article 6, paragraph 1, letter c), GDPR.

c) Defense of legal rights

The Data Controller may process the Data to assert and defend its rights (in judicial proceedings as well).

If necessary, the processing will be based on the legal basis referred to in Article 6, paragraph 1, letter f), GDPR.

d) Performance of statistical analysis

InfoCert may process certain information when performing statistical, *business* and market analysis as well as analysis related to the quality of services.

In this context, information is normally stored and processed in an anonymous and aggregate form; therefore, this should not involve a processing of Data, intended as information directly or indirectly related to You.

Should the relevant analysis involve the processing of Data, appropriate measures to ensure the security of Data will be implemented (such as, for example, pseudonymization); in this case, the processing will be based on the legal basis of the legitimate interest of the Data Controller referred to in Article 6, paragraph 1, letter f), GDPR.

e) Activities connected to the performance of corporate transactions

InfoCert may process the Data in the context of activities functional to transfers of companies and business units, acquisitions, mergers, demergers or other transformations and for the execution of such operations.

Any possible processing activity will be based on the legal basis set forth in Article 6, paragraph 1, letter f), GDPR, namely the legitimate interest of the Data Controller to carry out such activities as an expression of its freedom of economic initiative.

5. COMMUNICATION OF DATA TO THIRD PARTIES LOCATED IN THE EUROPEAN ECONOMIC AREA

InfoCert may disclose Your Data to third parties which provide the Data Controller with services necessary, functional, or anyhow connected to the purposes set forth above.

In particular, the Data may be communicated to subjects (*e.g.*, companies, associations, entities, professionals) that support InfoCert in the activities necessary to the marketing, distribution and promotion of their products or services, including, for example, technology service providers, agencies, external consultants, who will carry out the processing activities as processors. The up-to-date list of processors is kept by InfoCert and is available upon prior request.

The Data Controller may also disclose the Data to third parties to which said disclosure is provided for as a legal obligation, to public authorities, and to other legal entities established in the European



Economic Area as well as to credit or electronic money institutions with whom InfoCert collaborates. These third parties will process Your Data as independent controllers.

The Data Controller will not make Your Data – in particular Biometric Data collected through the Web Identification or eDocID procedure - available to the public.

6. TRANSFER OF DATA OUTSIDE THE EUROPEAN ECONOMIC AREA

Data are stored on *servers* located in the European Union.

Without prejudice to this, for the purposes stated above, Data may be transferred to subjects located in countries outside the European Economic Area, which provide to InfoCert services connected to its processing activities it performs.

Such transfer, where applicable, will only take place in compliance with the conditions set forth under the GDPR and will be governed, depending on the recipients, by the use of *standard* contractual clauses adopted by the European Commission or, alternatively, on the basis of an adequacy decision of the Commission and/or any other instrument permitted by the applicable legislation.

You may obtain more information on the place where the Data has been, if the case be, transferred by writing to InfoCert at the addresses provided above.

7. DATA RETENTION PERIODS

InfoCert will process Your Data for the time strictly necessary to reach the purposes mentioned and described above. In particular:

- for the purposes of managing the contractual relationship (*e.g.*, execution of the contract, management of and response to requests for technical assistance, sending of informative communications regarding the impending expiry of the contract), defense of rights, activities connected to the performance of corporate transactions, the Data will be processed for the entire duration of the contractual relationship and will be stored for an additional period of 10 years starting from the date of termination of the contractual relationship, exclusively for the purposes related to the compliance with legal obligations, to the defense the Data Controller's legal rights or to the need to respond to the requests of the competent authorities;
- for the identification via Web Identification or eDocID, Data and Biometric Data will be processed for the time necessary to ensure You the possibility to access the Services as well as for the purpose of protecting InfoCert's rights in court, that is until the expiration of the period prescribed by the CAD and compatibly with the EIDAS Regulation. The same will be stored for a maximum period of 20 years starting from the expiry of the qualified certificate of digital signature, except in cases where the retention for a subsequent period is required for any litigation, requests by competent authorities or under the existing or supervening legislation. It is understood that at the end of the retention period of the Data, including the Biometric Data,



these will be immediately and automatically deleted, without prejudice to any legal provisions that provide for a different discipline for specific cases;

- for the purpose of performing statistical, business and market analysis, as well as the analysis on the quality of services, Data will be processed for the time necessary to carry out analytical activities, it being understood that such activities will normally be performed on anonymous and/or aggregate data.

8. DATA SUBJECT'S RIGHTS

During the period in which InfoCert stores or processes Your Data, You, as data subject, may at any time exercise the following rights:

- Right of access – You have the right to obtain confirmation as to whether or not Your Data is being processed, and, where that is the case, the right to access the Data and to receive any information regarding said processing;
- Right of rectification – You have the right to obtain the rectification of Your Data, should it be inaccurate or incomplete;
- Right to erasure – You have the right to obtain the deletion of Your Data in our archives if it is not relevant to the continuation of the contractual relationship nor necessary to fulfill a legal obligation to which InfoCert is subject nor for the judicial establishment, exercise or defense of a legal right;
- Right restrict processing – under certain conditions, You have the right to obtain the restriction of the processing of Your Data;
- Right to data portability – under certain conditions, You have the right to obtain the transfer to another data controller of Your Data that we hold;
- Right to object – You have the right to object, at any time on grounds relating to Your particular situation, to the processing of Your Data which is based on the legal basis of legitimate interest, the exercise of a public interest task, or the exercise of public authority, including profiling, unless InfoCert has legitimate grounds to continue the processing that override the interests, rights and freedoms of the data subject or for the judicial establishment, exercise or defense of legal claims;
- Right to withdraw the consent – You have the right to withdraw the consent previously given as to the processing of Your Data at any time, provided that that withdrawal shall not affect the lawfulness of processing based on consent before its withdrawal;
- Right to lodge a complaint before the supervisory authority – if InfoCert refuses to follow up to Your requests, it will provide the reasons for such denial. Should You wish to lodge a complaint regarding the manner in which Your Data is processed, or regarding the handling of a request You made, You have the right to lodge a complaint directly before the Supervisory Authority.



The above-mentioned rights may be exercised towards InfoCert by sending an email to the following e-mail address richieste.privacy@legalmail.it.

The exercise of Your rights as data subjects is free of charge in accordance and within the limits of Article 12, GDPR.

9. FINAL PROVISIONS

InfoCert reserves the right to modify and/or update this information notice also on the basis of the applicable legislative and regulatory evolutions of data protection, as well as on the basis of possible decisions of the competent Authorities.

