

PRIVACY POLICY FOR CLIENTS AND PROSPECTS

Articles 13 and 14 - (EU) REG 2016/679 (GDPR)

Through this statement we would like to inform you of how your personal data is processed, based on the contractual, pre-contractual or contact relationship with the Data Controllers.

DATA CONTROLLER

Who processes your data?

The Joint Controllers are:

Lawyer Silvia Stefanelli, Lawyer Andrea Stefanelli and Stefanelli&Stefanelli Servizi Legali S.r.l.s.

Via Azzo Gardino 8/A – 40122 BOLOGNA -Tel. 051 520315 -Fax 051 0821641

E-mail address: privacy@studiolegalestefanelli.it

PERSONAL DATA

Which data are processed?

Personal data (biographical and administrative data, contact information), special category data (Article 9) and judicial data.

PURPOSES OF PROCESSING Why are data processed?	LEGAL BASIS OF PROCESSING Why is it lawful?	PROVISION OF DATA Is it mandatory?
Correct and complete <u>execution of the professional assignment</u> conferred by the client, both for judicial and extrajudicial matters	The processing is lawful on the basis of the mandate given to the professionals or of the contract stipulated with the professionals or with the firm.	The provision of common, sensitive and judicial personal data is necessary for the carrying out of the professional assignment. Refusal of the data subject to provide the personal data implies the impossibility of fulfilling the professional duties.
Conduct of all <u>company activities</u> in general, (eg keeping and management of accounts) relating to the requested service.	Legal obligation, as these data are necessary for the execution of the contract (Article 6.1.b-c).	The provision of data is mandatory for the conclusion of the contract. Therefore, refusal to provide the data does not allow to establish a contractual relationship and fulfill the consequent obligations.
Sending communications regarding the law firm's activities, comments and newsletters on regulatory changes, judicial rulings.	The data are processed solely on the basis of the data subject's <u>express consent</u> .	The consent to the processing of data is free, but failure to provide data implies the impossibility of receiving information material.

PERIOD OF DATA RETENTION

Until when will it be stored?

The data are stored for the time necessary to perform the requested activity, in compliance with the retention times imposed by the fiscal legislation and suitable to ensure judicial protection in terms of accountability.

The data processed on the basis of the data subject's consent are retained until the consent is withdrawn.

MODALITIES OF PROCESSING

How are data processed?

The processing is carried out in a computerised or manual way, in the way and within the limits necessary to pursue the abovementioned purposes, in full compliance with the law and according to the principles of lawfulness and fairness and so as to protect your privacy.

COMMUNICATION AND DISCLOSURE OF DATA

Who are data communicated to?

Your personal data may be communicated to:

- to external consultants for the carrying out of all administrative operations;
- to lawyers, experts and insurance companies in case of conflict;
- to Easylex for the provision of management systems;
- to the cloud services providers for the storage of data.

SUBJECTS AUTHORISED TO PROCESS DATA

Who processed the data?

The data may be processed by the employees or collaborators of the study, who have been duly authorized for processing and have received appropriate operating instructions.

DATA SUBJECTS'S RIGHTS

What are your rights?

- Right to access your personal data;
- Right to obtain the rectification, integration, deletion of personal data and limitation of processing under certain conditions;
- Right to receive the personal data provided to the data controller in a structured and commonly used format, and to transmit them to other data controllers;
- Right to object to the processing of your personal data;
- Right to not be subjected to an automated decision-making process;
- Right to receive a communication in the event that your data are subject to a serious data breach;
- Right to withdraw consent to the processing at any time;
- Right to lodge a complain with a Supervisory Authority.

The requests can be addressed without formalities to any of the Joint Controllers, also through a designated person. A suitable feedback must be provided to this request without undue delay.

The request is to be addressed to the Data Controllers by e-mail at: info@studiolegalestefanelli.it.

The data controller commits to make the exercise of data subjects's rights as easy as possible.



COMPLAINT

How can I lodge a complaint?

If you wish to lodge a complaint in relation to the manner in which your data and, where appropriate, your sensitive and/or judicial data are processed by the Data Controller, you have the right to submit a request directly to the Supervisory Authority.