

**Form for the exercise of
The Right for Access
(referred to in Art. 15 GDPR)**

Place, _____,

Date, ___/___/____.

Sent through (*select a way of contact*):

- e-mail to the following address: **titolare.trattamento@vtp.it**
- Fax to the following number: **0039 041 240 3091**.

Venezia Terminal Passeggeri S.p.A.

Marittima, Fabbricato 248
30135, Venezia (VE).

*Kind attention of: pro tempore Legal Representative – **Data Controller**.*

**Ref: EU Regulation 2016/679 – GDPR.
Exercise of the rights of Data Subject referred to in Art. 15 GDPR.**

The Undersigned, (*First Name*) _____ (*Surname*) _____,

Date /Place of birth ___/___/___/_____, Home Address _____,

(*hereinafter, Data Subject*) referred to in art. 15 of EU Regulation 2016/679, ask for confirmation as to whether or not personal data concerning him/her are being processed, and, where that is the case, accesses to the personal data as well as and to the following information (**tick the relevant requests**):

- Purpose of the processing;
- Categories of personal data concerned;
- Recipients, or categories of recipients, to which such personal data have been or shall be communicated, in particular if recipients come from third countries or international organizations;
- Where it is possible, information on the foreseen retention period of personal data or, if that is not possible, information on the criteria for its establishment;
- The existence of the right to ask the data controller the amendment, the cancellation or the restriction of the process; and the right to oppose to the processing of his/her personal data;
- The right to lodge a complaint with a control authority;
- Where the personal data are not collected from the data subject, any available information as to their source;
- The existence of an automated decision-making procedure, including profiling, and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject;
- The existence of adequate guarantees referred to in art. 46 GPPR relating to the transfer of data to third countries.

Best regards.

Legible signature of requester: _____.

**Form for the exercise of
The Right to
Rectification/Integration
(referred to in Art. 16 GDPR) Place, _____,
Date, ____/____/____.**

Sent through (select a way of contact):

- e-mail to the following address: **titolare.trattamento@vtp.it**
- Fax to the following number: **0039 041 240 3091**.

Venezia Terminal Passeggeri S.p.A.

Marittima, Fabbricato 248
30135, Venezia (VE).

Kind attention of: pro tempore Legal Representative – Data Controller.

**Ref: EU Regulation 2016/679 – GDPR.
Exercise of the rights of Data Subject referred to in Art. 16 GDPR.**

The Undersigned, (First Name) _____ (Surname) _____,
Date/Place of birth ____/____/____, Home Address _____,
(hereinafter, **Data Subject**) referred to in art. 16 of EU Regulation 2016/679, hereby exercise the right to seek the rectification/integration of inaccurate/incomplete personal data concerning him or her as follows (**tick the relevant requests**):

- Rectification** (inaccurate personal data).
- Integration** (incomplete personal data).

(Please indicate below the corrections or additions requested)

It is also required that as referred to in art. 19 GDPR, the Data Controller shall inform each of the Recipients to whom personal data are transmitted, of any rectification/integration (art. 16), right to erasure (art. 17, par. 1) or right to restriction of processing (art. 18) requested by the Data Subject.

Best regards.

Legible signature of requester: _____.

**Form for the exercise of
The Right to Erasure
(referred to in Art. 17 GDPR)**

Place, _____,

Date, ____/____/____.

Sent through (select a way of contact):

- e-mail to the following address: **titolare.trattamento@vtp.it**
- Fax to the following number: **0039 041 240 3091**.

Venezia Terminal Passeggeri S.p.A.

Marittima, Fabbricato 248
30135, Venezia (VE).

*Kind attention of: pro tempore Legal Representative – **Data Controller**.*

**Ref: EU Regulation 2016/679 – GDPR.
Exercise of the rights of Data Subject referred to in Art. 17 GDPR.**

The Undersigned, (First Name) _____ (Surname) _____, Date/Place of birth ____/____/____/____
_____, Home Address _____, (hereinafter, **Data Subject**) referred to in

art. 17 of EU Regulation 2016/679, hereby exercises the right to obtain the erasure of his/her personal data without undue delay, because (**tick the relevant requests**):

- personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- The data subject withdraws consent on which the processing is based and where there is no other legal ground for the processing;
- The data subject objects to the processing for specific personal reasons, or with respect to any direct marketing purposes for which the personal data are processed;
- Personal data have been unlawfully processed;
- Personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

The current request is related to the following personal data: _____

Upon receipt of the current request of erasure, it is required that the relevant personal data are deleted. It is also required that as referred to in art. 19 GDPR, the Data Controller shall inform each of the Recipients to whom personal data are transmitted, of any rectification/integration (art.16), right to erasure (art. 17, par. 1) or right to restriction of processing (art. 18) requested by the Data Subject

Best regards.

Legible signature of requester _____

**Form for the exercise of
The Right to restriction of processing
(referred to in Art. 18 GDPR)**

Place, _____,

Date, ____/____/____.

Sent through (select a way of contact):

- e-mail to the following address: **titolare.trattamento@vtp.it**
- Fax to the following number: **0039 041 240 3091**.

Venezia Terminal Passeggeri S.p.A.

Marittima, Fabbricato 248

30135, Venezia (VE).

*Kind attention of: pro tempore Legal Representative – **Data Controller**.*

Ref: EU Regulation 2016/679 – GDPR.

Exercise of the rights of Data Subject referred to in Art. 18 GDPR.

The Undersigned, (First Name) _____ (Surname) _____, Date/Place of birth ____/____/____/____
_____, Home Address _____, (hereinafter, **Data Subject**) referred to in art.

18 of EU Regulation 2016/679, hereby exercises the right to restriction of processing, where one of the following applies (**tick the relevant requests**):

- The accuracy of personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- The processing is unlawful and the data subject opposes the erasure of personal data and requests the restriction of their use instead;
- The controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- In view of the exercise of the right to object by the data subject, for specific personal reasons, with regard to processing based on legitimate interest the treatment is suspended pending verification by the data controller.

The current request is related to the following personal data: _____

It is also required that as referred to in art. 19 GDPR, the Data Controller shall inform each of the Recipients to whom the personal data are transmitted, of any rectification/integration (art.16), right to erasure (art. 17, par. 1) or right to restriction of processing (art. 18) requested by the Data Subject

Best regards.

Legible signature of requester: _____.

**Form for the exercise of
The Right to data portability
(referred to in Art. 20 GDPR)**

Place, _____,

Date, ____/____/____.

Sent through (select a way of contact):

- e-mail to the following address: **titolare.trattamento@vtp.it**
- Fax to the following number: **0039 041 240 3091**.

Venezia Terminal Passeggeri S.p.A.

Marittima, Fabbricato 248

30135, Venezia (VE).

*Kind attention of: pro tempore Legal Representative – **Data Controller**.*

**Ref: EU Regulation 2016/679 – GDPR.
Exercise of the rights of Data Subject referred to in Art. 20 GDPR.**

The Undersigned, (First Name) _____, (Surname) _____, Date/Place of birth _____

Home Address, _____

_____, (*hereinafter, **Data Subject***) referred to in art. 20 EU Regulation 2016/679, hereby exercises the right to data portability. The Data Subject asks to the Data Controller (**tick the relevant requests**):

- To receive the personal data concerning him or her in a structured, commonly used and machine-readable format, where processing is carried out by automated means;
- To transmit those data to another controller without hindrance.

The above can be requested if the above-mentioned current processing of personal data, is based on consent or contract and the processing is carried out by automated means. In this case, the data subject can obtain the direct transmission of the data in question to another data controller, as technically feasible. The exercise of the right referred to shall be without prejudice to the right to erasure of his/her personal data (art. 17 GDPR).

The current request is related to the following personal data: _____

Best regards.

Legible signature of requester: _____.

**Form for the exercise of
The Right to Object
(referred to in Art. 21
GDPR)**

Place, _____,

Date, ____/____/____.

Sent through (*select a way of contact*):

e-mail to the following address: **titolare.trattamento@vtp.it**

Fax to the following number: **0039 041 240 3091**.

Venezia Terminal Passeggeri S.p.A.

Marittima, Fabbricato 248

30135, Venezia (VE).

Kind attention of: pro tempore Legal Representative – Data Controller.

Ref: EU Regulation 2016/679 – GDPR.

Exercise of the rights of Data Subject referred to in Art. 21 GDPR.

The Undersigned, (*First Name*) _____

(*Surname*) _____

Date/Place of birth ____/____/____,

Home Address _____

(*hereinafter, Data Subject*), referred to in art.21 of EU Regulation 2016/679, hereby exercises, at any time, his/her right to object to the processing of his/her personal data (***tick the relevant requests***):

- On grounds relating to his or her particular situation related to the processing of the personal data based on public interest or on the legitimate interest identified by the Data Controller, including the right to restriction of processing (art. 18 GDPR), in cases subject to verification by the Data Controller (*Art. 21, point. 1, GDPR*);
- For which the data subject has the right to object at any time to the processing of his/her personal data for such purposes. in this case, the personal data shall no longer be processed for such purposes (*Art. 21, point. 2, GDPR*).

The current request is related to the following personal data: _____

With regards to such purposes, except in cases referred to in *Art. 21, point. 1, GDPR (see above)*, upon the receipt of this object declaration, therefore it is requested that the relevant personal data cease to be processed for such purposes.

Best regards.

Legible signature of requester: _____.

**Form for the exercise of
The Right to withdraw the consent.
(referred to in Art. 7 GDPR)**

Place, _____.

Date, ____/____/____.

Sent through (select a way of contact):

- e-mail to the following address: **titolare.trattamento@vtp.it**
- Fax to the following number: **0039 041 240 3091**.

Venezia Terminal Passeggeri S.p.A.

Marittima, Fabbricato 248

30135, Venezia (VE).

*Kind attention of: pro tempore Legal Representative – **Data Controller**.*

**Ref: EU Regulation 2016/679 – GDPR.
Exercise of the rights of Data Subject referred to in Art. 7 GDPR.**

The Undersigned, (First Name) _____
(Surname) _____

Date/Place of birth ____/____/____,

Home Address _____

*hereinafter, **Data Subject***), referred to in art. 7 of EU Regulation 2016/679, hereby exercises at any time, his/her right to withdraw the consent given. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. It shall be as easy to withdraw as to give consent.

This request is related to the following personal data: _____

The consent to the processing of my personal data was given for the following purposes: _____

Best regards.

Legible signature of requester: _____.

* * *

This form integrates the means of withdrawal of consent of the data subject, in order to facilitate the exercise of the specific right.

**Form for the exercise of
The Right to lodge a complaint with the
supervisory authority.**

1/2

**(referred to in Art.
77 GDPR)**

**TO THE DATA PROTECTION SUPERVISORY AUTHORITY
P.ZZA di MONTE CITORIO, 121
00186 ROMA
Italy**

Complaint referred to in art. 77 of EU Regulation 2016/679.

The Undersigned, Date/Place of birth....., home address..... Fiscal Code.....for the purposes of this complaint declares that he/she wishes to receive any communication to the following address (physical address or email) as follows:

(in this part of the complaint the following details must be provided:

- a) declaration in relation to the fact that the Italian Republic is his/her habitual residence, place of work, or place of alleged infringement;*
- b) the identifying details of the Data Controller (see, the natural person or legal entity, public authority, the service or other body who, alone as well as in association with others, determines the purposes and means of processing of the personal data and that would have committed the violation);*
- c) the identifying details of the Data Processor (where known));*
- d) a description as detailed as possible, of the facts and circumstances on which the act is based, including any requests already made on the matter to the Data Controller;*
- e) the provisions of Regulation (EU) 2016/679 alleged to be breached, specifying whether any rights under articles. from 15 to 22 of Regulation have already been exercised, and the indication of the measures required,*

In the light of the above, the Undersigned:

ASKS

To the supervisory authority for the protection of personal data, Having examined the above complaint and having regard to its merits, to take against(enter the Data Controller, address, and any relevant information that help to identify it) any appropriate action and especially:

- a) to issue warnings to the above mentioned supervisory authority or to the Data Controller that intended processing operations are likely to infringe or have infringed the provisions of this Regulation;*
- b) to order the data controller to comply with the requests of the exercise of the rights referred to in articles from 15 to 22 of the Regulation and/or to di comply the processing with the relevant provisions also with regard to the Data Processor, where applicable;*
- b) impose a temporary or definitive limitation including a ban on processing;*

List of the attached documents:

1); 2); 3)..

Date _____

Signature_____

* * *

**Form for the exercise of
The Right to lodge a complaint with the
supervisory authority.**

2/2

*(referred to in Art.
77 GDPR)*

WHAT IS THE COMPLAINT AND HOW IT CAN BE CLAIMED TO THE SUPERVISORY AUTHORITY.

The complaint is the tool that allows the data subject to lodge a complaint about the processing of his/her personal data to the Supervisory authority for the protection of personal data (art. 77 of Regulation EU 2016/679) and to request a verification by the Authority.

The complaint can be signed directly by the data subject or his/her behalf, by a lawyer, prosecutor, body, organization or no profit association. In such cases, it is necessary to confer a power of attorney to be deposited with the Supervisory Authority together with any documentation relevant for the assessment of the complaint submitted.

The complainant may submit the document using the method deemed most appropriate, by handing it to the offices of the Italian Data Protection Authority (to the below mentioned address) or by sending:

- a) *a Registered letter with advice of receipt sent to the Italian Data Protection Authority, Piazza di Monte Citorio, 121 00186 Rome;*
- b) *a Certified electronic mail message sent to: protocollo@pec.gdpd.it;*

In the first application, the complaint and any power of attorney must be signed with authenticated signature, or with digital signature or with an autograph signature (*in the latter case, a copy of a valid i.d. of the data subject must be attached to the complaint*).

* * *

The above-mentioned Form was drafted by the Italian Data Protection Authority. Any updates and additional instructions for completing this form, are available on the Web site of the Italian Data Protection Authority: <https://www.garanteprivacy.it>

Or it is possible to use the following direct link to the specific Web page of the Web site of the Italian Data Protection Authority (*Provided that any change to the above mentioned link can be made by the Italian Data Protection Authority*): <https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/4535524>

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(22/08/2018).