

## JSP Teleconsultancy by John Steven Palmer

Via Gorizia, 11 - 63084 Folignano (AP) Italy

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Vat: IT01454890441

### Information regarding the processing of personal data Article 13 and 14 of the Regulation EU 2016/679 ("GDPR")

Interested parts: **Customers**

Dear Customer,

pursuant to **Regulation EU 2016/679** of the European Parliament and of the Council of 27 April 2016, "GDPR - General Data Protection Regulation" (hereafter **Regulation**), your personal data are processed on the legal basis of the terms of the contract, or for legal obligation, in compliance with the provisions for protection and confidentiality, and for the following purposes:

- Compilation of the relative receipts, invoices and all tax and accounting obligations;
- Management of customers in accounting, treasury, litigation, debt collection;
- Services for Consultancy, technical courses and testing in the field of voice communication systems for air traffic control, and all related services;
- Estimates; Scheduling of activities; After-sales assistance; Quality management; Detection of the degree of customer satisfaction;
- Obligations foreseen by the laws in force (such as, for example, money laundering, electronic invoicing, etc.).

The processing of your data is mandatory for the correct management of the aforementioned purposes, therefore your consent to the processing is necessary for their implementation. In the absence of the necessary consent, or in the event of incorrect communication, we cannot guarantee the adequacy of the treatment itself.

The Data Controller, pursuant to the Regulations, is JSP Teleconsultancy di John Steven Palmer (Via Gorizia, 11 - 63084 Folignano (AP) Italy, e-mail: [info@jsp-teleconsultancy.com](mailto:info@jsp-teleconsultancy.com) - sito web: [www.jsp-teleconsultancy.com](http://www.jsp-teleconsultancy.com)).

The Data Controller does not fall within the hypotheses provided for by Art. 37 c. 1, therefore a Data Protection Officer (DPO) has not been appointed.

As part of the processing in question, the Data Controller may become aware of data of particular categories such as: state of health, membership of trade unions, religious beliefs, racial or ethnic origins. In this eventuality, only those strictly pertinent to the obligations, tasks or purposes described above will be treated and in full compliance with the indications of the Regulations and the laws in force.

Further optional treatments are listed in the request for consent to the treatment, attached at the bottom of this information, and are subject to your eventual acceptance.

The methods of processing your personal data are:

- Manual processing by means of paper archives and by electronic processors;
- Data collection through forms, coupons and questionnaires, both paper and digital;

- Entrusting processing operations to third parties;
- Processing of data collected by third parties.

Each treatment takes place through the adoption of adequate security measures for the protection of your personal data, as prescribed by the Regulation.

There are no automated decision-making processes, including profiling, which concern the processing of your data.

Your data are processed by personnel expressly authorized by the owner, of the following categories:

- Administration Office;

Based on the terms of the contract, the legal obligations and the aforementioned purposes, your data may be disclosed to third parties (recipients) who will become responsible for it, on the basis of a regular contract:

- Freight Forwarders, Transporters, Masters, Post Offices, Logistics Companies;
- Banks and credit institutions; Social security and welfare bodies;
- Chambers of commerce, industry, crafts and agriculture; Trade associations;
- Consultants and freelancers, also in associated form;
- Constitutional bodies or of constitutional significance; control and supervisory Authority;
- Public and / or private subjects for whom the communication of data is mandatory or necessary based on obligations of current laws (such as, for example, anti-money laundering, electronic invoicing, etc.).

The complete list of data processors pursuant to Art. 28 GDPR is available at the headquarters of the Data Controller.

Furthermore, your data may be transferred to the following countries, limited to the purposes described above and with the adoption of the clauses necessary for data protection:

- EU countries.

Your data are stored at our office and are not disclosed in any way, except for the specific purposes mentioned above and with your explicit consent.

Your data are kept for the period of time necessary to comply with the terms of the contract for the provision of services and / or products, and for a period of not less than the current legal obligations (such as, for example, tax legislation, etc).

At the end of the legitimate retention period, your data will be deleted or destroyed, or transformed into anonymous data.

You have the right to ask the Data Controller: access to personal data and the correction or cancellation or limitation of the processing that concern you or to oppose the processing for legitimate reasons. The Data Controller is required to respond within 30 days of the request. In case of dissatisfaction with your requests, you have the right to lodge a complaint with the reference supervisory authority: in Italy, the Italian data protection authority's (GDPD).

A copy of this information is available at the owner's office and on the website:  
[www.jsp-teleconsultancy.com/informative-gdpr-privacy/](http://www.jsp-teleconsultancy.com/informative-gdpr-privacy/).

Below you can read a summary of all your rights with the related references to the Regulation.

## **Rights of the interested party (Article 15 to 22 and Article 7 of the Regulation)**

- **Right of access.**

You have the right, as an interested party, to obtain confirmation from the Data Controller that personal data concerning you is being processed or not and, in this case, to obtain access to all information concerning you, as reported Art. 15 of the Regulation.

- **Right to rectification.**

You have the right, as an interested party, to obtain from the Data Controller the correction of inaccurate personal data concerning you without undue delay, based on Art. 16 of the Regulation.

- **Right to erasure («right to be forgotten»).**

You have the right, as an interested party, to obtain from the Data Controller the cancellation of personal data concerning you, without undue delay, when they are no longer necessary for the purposes for which they were collected, and if there is a legitimate reason, based on the Art. 17 of the Regulation.

- **Right to restriction of processing.**

You have the right, as an interested party, to obtain from the Data Controller the limitation of the treatment, in the event of a dispute of accuracy, or illegal treatment, or defense in court, or in the other cases described by Art. 18 of the Regulation.

- **Notification obligation in case of correction or cancellation of personal data or limitation of treatment**

The Data Controller informs each of the recipients to whom the personal data have been transmitted, of any corrections or cancellations or limitations of the processing, as required by Art. 19 of the Regulation.

- **Right to data portability.**

You have the right, as an interested party, to receive in a structured, commonly used format, the personal data concerning you provided to a Data Controller and you have the right to transmit such data to another Data Controller without impediments, in the event that the processing is carried out by automated means, as specified in Art. 20 of the Regulation.

- **Right to object.**

You have the right, as an interested party, to object, at any time, for reasons related to your particular situation, to the processing of personal data concerning you, in the case of public interest, or for direct marketing, as reported in Art. 21 of the Regulation.

- **Automated individual decision-making, including profiling.**

You have the right, as an interested party, not to be subjected to a decision based solely on automated processing, including profiling, which produces legal effects that concern you or which significantly affects your person in a similar way, as reported in Art. 22 of the Regulation.

- **Right to withdraw consent.**

You have the right, as an interested party, to withdraw your consent to the processing at any time, without prejudice to the lawfulness of the processing before the revocation, as reported in Art. 7 of the Regulation.

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## The data subject's consent acquisition (Article 7 of the Regulation)

First Name and Last Name, or Company: .....

Email: .....

The undersigned concerned, having read the information provided by the Data Controller based on Articles 13 and 14 of the Regulation (information document code A4.EN.414478-2215268 available at the headquarters of the Data Controller and on the website: www.jsp-teleconsultancy.com/informative-gdpr-privacy/), pursuant to Article 7 of the Regulation, expresses consent to the following treatments:

### Consent to the treatment of the data of particular categories

Aware that the processing may concern some data of particular categories such as: state of health, membership of trade unions, religious beliefs, racial or ethnic origins, sexual orientation and / or judicial data, the undersigned gives his free consent to the processing of such personal data, as described in the aforementioned information, and in any case in compliance with and within the limits of any other condition imposed by law.

### Consent to further and optional treatments

Pursuant to article 7 of the Regulation, expresses consent to the following optional treatments:

#### 1) for treatments performed by the Data Controller in question

- Yes  No Possibly to satisfy market surveys, or statistics.
- Yes  No For sending a periodic newsletter with information, events, initiatives.
- Yes  No Publication of your personal data on the Data controller website.
- Yes  No For promotional activities, or direct marketing, by sending advertising material.

#### 2) for treatments carried out by partner companies of the Data Controller in question

- Yes  No For promotional activities, or direct marketing, by sending advertising material.

Date: .....

Legible signature of the data subject: .....

Notes: In the event that personal data have not been collected from the interested party (Article 14 of the Regulation), please transmit this acquisition of consent, completed and signed, to the Data Controller in question.