



## **Information pursuant to art. 13-14 EU Regulation 2016/679**

Dear Client, pursuant to arts. 13 and 14 of EU Regulation 2016/679 and in connection to personal data which the firm Botti & Ferrari S.p.A. will come into possession of with the assignment of your file, we inform you about the following:

### **1. Purposes of data processing.**

Personal data processing is aimed at and necessary for the correct and complete execution of the professional and/or consulting assignment you entrusted us with.

### **2. Modes of data processing.**

a) Processing is performed through the following operations: collection, registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of data. b) Operations may be performed with or without the aid of electronic or automated tools. c) Processing is exclusively performed by the data controller and/or data processors.

### **3. Data provision.**

Provision of personal data is strictly necessary for the purposes of performing the activities referred to in point 1.

### **4. Refusal of data provision.**

Your possible refusal to provide your personal data will entail the impossibility of fulfilling the activities referred to in point 1.

### **5. Data communication (possible recipients).**

In the execution of the professional assignment conferred to Botti & Ferrari S.p.A. your personal data may be made aware of the data controller and data processors. The data may also be communicated to national and international subjects and organizations such as, but not limited to: the Italian Patent and Trademark Office, the European Patent and Trademark Office, local Patent and Trademark Offices, International and non-European Patent Offices (for instance Wipo "World Intellectual Property Organization", EUIPO "European Union Intellectual Property Office), other professional firms foreign representatives of Botti & Ferrari S.p.A., Italian and/or foreign public Authorities (even non-European) such as (by way of example only) Register Offices, Courts, Consulates.

### **6. Data disclosure.**

Personal data are not subjected to disclosure.

### **7. Data transfer abroad.**

Personal data may be transferred to countries of the European Union and to third countries with respect to the European Union for the purposes referred to in point 1. In case of data transfers to non-European countries, Botti & Ferrari undertakes to draw the attention of data recipients on the importer's obligations as set out in the standard contractual clauses issued by the European Commission with own framework decision dated December 27, 2004 and further modifications.

## **8. Data retention period.**

Personal data will be retained for the entire duration of the professional assignment and up to its possible revocation. Retention may continue beyond the expiry date of the assignment and until deemed useful for the purposes referred to in point 1 and/or, however, for the time necessary to protect your trademark and/or your patent.

## **9. Rights of the interested party.**

We inform you that you have the right to access personal data; to obtain the correction or cancellation thereof or the limitation of the processing that concerns you; to oppose the processing; to data portability; to withdraw consent to processing where necessary (unless the processing is necessary to fulfill a legal obligation incumbent on the controller or to perform a task of public interest) and to propose a complaint to the Privacy Authority. In order to facilitate the exercise of your rights, Botti & Ferrari S.p.A. prepared a special form containing all the necessary information and which can be easily requested by writing an e-mail to the address: [info@botti-ferrari.com](mailto:info@botti-ferrari.com)

## **10. Data of the data controller.**

The data controller is the firm Botti & Ferrari S.p.A., based in Via Cappellini 11, 20124, Milan, tel. +39 02 6704275, fax +39 02 6703250.