



SELECTED COURSE\*

FROM...\*

TO...\*

## PARTICIPANT PERSONAL DATA

LAST and FIRST NAME\*

MOBILE PHONE\*

E-MAIL\*

PROFESSION

request of hotel booking:\*  yes  no (if yes, fill in the hotel booking form)

## INVOICING DETAILS

COMPANY or PERSONAL NAME\*

V.A.T. or other tax code\*

STREET NAME\*

Nr.\*

POSTAL CODE\*

CITY\*

COUNTRY\*

PHONE\*

 illycaffè client illycaffè subsidiary or distributor private

## \*Required fields

If you are allergic to any substance that may be used as an ingredient, please tell your teacher

In order to prevent accidents due to the use of technical equipment it is recommended to wear comfortable clothes and closed shoes

## LIST COURSES 2017

## COURSES AT UNIVERSITA' DEL CAFFÈ SEAT

## 01 coffee expert

(3 days) price per person

€ 850 +VAT 22%

## CONSULTANCIES

## 02 tailored training

(1/2 day) for 2 persons maximum, price per person

€ 280 +VAT 22%

## 03 tailored training

(1 day) for 2 persons maximum, price per person

€ 500 +VAT 22%

## TERMS OF PAYMENT

Fee per person: see price list above.

Special conditions are reserved to illycaffè S.p.a. clients.

Payment of the total fee must be made at time of application.

## BANK ACCOUNT

Payable to illycaffè spa at *Unicredit Spa*

Milano office - Via Tommaso Grossi 10;

IBAN: IT 86 J 02008 09440 000005309926

please specify course name and date.

## ENROLMENT

For enrolling please send the enrolment form duly completed and sign:

· by e-mail: [unicaffe@illy.com](mailto:unicaffe@illy.com)

· or by fax: +39 040 3890750

I have read and understood the privacy policy statement on the back, I am aware that data processing can also be carried out without my consent for the purposes specified in letter A and C of this information under the art. 24 letter a), b), d), f) of D.Lgs. 196/03 and for administrative/accounting purposes.

 I agree I don't agree to the personal data processing for the purposes specified in letter B of this information

I also declare under my responsibility that I have informed the participant/company to which is invoiced, the contents of this information (provided in accordance with art. 13 of D.Lgs. 196/03) and obtained the consent documented in writing that his/its data are communicated to illycaffè S.p.A. so illycaffè S.p.A. can process them for the purposes specified in this information.

Signature (it must correspond to that of the person who fills out the form)

Date

**PRIVACY POLICY STATEMENT IN ACCORDANCE WITH PROVISIONS OF THE ITALIAN PRIVACY LAW (art. 13 of D.Lgs. 196/03) AND WITH EUROPEAN LAW 95/46/EC (update at the date of the agreement)**

Please, note that your personal data or data of your Company by you provided (as the person who signs this enrollment form, hereinafter also referred to as "data subject") will be processed by illycaffè S.p.A. (Data Controller hereinafter also referred to as "ilycaffè" or "Company" having its registered offices in via Flavia 110, Trieste, Italy, tel. +39.040.3890.111, fax +39.040.3890.490).

The data may be collected from the data subject, from third parties (regarding to VAT number and company name that can be found at the Chamber of Commerce and categorical lists or companies specialized in commercial information in order to verify that the data is real and corrected); some data that will be in possession of illycaffè may be the result of elaborations of illycaffè. The data may be disclosed on behalf of illycaffè to all parties appointed according to law as persons in charge of the processing by illycaffè: administrative staff, legal department staff, staff of Università del Caffè, website management staff also external to the Company, IT staff also external to the Company, that can also carry out tasks of system administrators being appointed as such in this case, advisors also external to the Company - quality control advisors, legal and administrative advisors, IT technicians that can also carry out tasks of system administrators being appointed as such in this case - employees of Data Processor external to the Company as specified below, employees of the internal Data Processor, interns, teachers, agents, area managers, transport and correspondence staff, also external to the Company, auditors also external to the Company, members of Board and Statutory Auditors, staff quality procedures, internal auditor. Moreover the data may be disclosed to any Data Processor appointed according to law (processing data on behalf of illycaffè), internal (including the Data Processor indicated below as the Corporate Human Resources, Organization, Processes and IT Director) and external to the Company (such as shipping and enveloping companies, information technology outsourcers that store data on their servers and software and hardware maintenance and management companies, companies appointed to manage the websites, debt collection companies, call center, auditing companies - if not Data Controller- and more generally companies/offices that carry out instrumental activities to illycaffè activities) always appointed by illycaffè according to law. The companies/external entities appointed Data Processor will process data either directly or through their employees/staff which are persons in charge of data processing on behalf of illycaffè, performing the same tasks as data processors as well as the administration/maintenance of processors/servers of external data processors hosting illycaffè data. Data processors and persons in charge of processing will retain data insofar it is necessary to perform the tasks assigned by illycaffè by only performing the actions needed to implement such tasks.

Please, note that the list of the companies in charge of debt collection (and which can therefore process data on behalf of illycaffè as Data Processor) will be available at the Data processor below indicated and that these companies will still be indicated before to proceed with the recovery.

ilycaffè S.p.A will process data either manually, on paper, using IT or telematic means in compliance with the legislative decree n. 196/03 on privacy protection (and also in compliance with the principles of fairness, lawfulness and transparency as well as privacy protection and privacy rights), it will file and process data for as long as it is needed to pursue the purposes specified in this privacy statement and, in any case, for the time prescribed by the law, also adopting security measures and proper procedures to protect data. Data will exclusively be processed in compliance with the purposes specified in this privacy statement. Data will be filed at the offices of illycaffè S.p.A (including foreign offices will process data in accordance with the rules applicable in the countries they

belong to as well as under Italian law) and at the appointed data processors (as well as at any third parties to whom the data are disclosed).

The Data Processor, whom you may contact for everything relating to the use of the data, and especially to exercise the rights contained in art. 7 of D.Lgs. 196/03 (which is attached in full copy), within the times and by the procedures envisaged by the law, and to obtain the full, up-to-date list of the other Data Processors, is the Corporate Human Resources, Organization, Processes and IT Director, who can be contacted for the purposes of this role at the addresses of illycaffè S.p.A. (written communications or enquiries must be addressed "to the Data Processors, the Corporate Human Resources, Organization, Processes and IT Director, specifying the subject of "privacy"). Any changes to the Data Processor identified above or this privacy policy statement may be published on the "privacy policy" page of the Internet site www.illy.com. You are therefore encouraged to visit this site, while information may also still be requested by the procedures envisaged by art. 9 of D.Lgs. 196/03.

**Data may be processed by illycaffè:**

- for purposes envisaged under EU laws, regulations and legislation;
- for obligations under the contract and therefore for the organization and management of Università del Caffè courses (e.g. secretarial works, invoicing, drafting of lists, logistics, course management) and for administrative/accounting purposes;
- to assert or defend illycaffè rights.

The provision of data with asterisks (any required data even after according to legal requirements, EU regulations and legislation, as well as according to judicial proceedings to enforce or defend illycaffè rights) is necessary for pursuing the purposes specified in this information and therefore it is necessary to follow up the request of enrollment to courses. The lack of such data will make impossible for you to participate in the course and/or to continue the courses. Failure to provide the data marked with an asterisk (the provision of which is optional) and other data that may be required, not leads to any consequence except to not take in consideration such data that will always be processed, if provided, for the purposes specified (which could be helpful for improving the services), however, their absence does not lead to any consequence on enrollment to courses. The data of the participant and the company, to which the invoice should be made out, may be communicated (by communicating only the data required from time to time to achieve the purposes specified in this information) to public and judicial bodies or police if there is an obligation of communication, to legal advisors and shippers (e.g. post office) to send any communication (communicating the information required for shipment), to audit company/individual auditors if not appointed Data Processors.

If the registration form is signed by a company (company to which the invoice should be made out) that communicates data of the participant, the company must inform the participant of the contents of this information and is obliged to receive his consent to communicate his data to illycaffè so that it can process them for the purposes specified in this information.

If instead you fill out and sign the form as a participant and indicates a company as a company, to which the invoice should be made out, you must inform the company of the contents of this information and you are obliged to receive the consent of the company to communicate its data to illycaffè so that it can process them for the purposes specified in this information.

**SECTION 7 OF D.LGS. 196/2003 - Right to Access Personal Data and Other Rights**

1. A data subject shall have the right to obtain confirmation as to whether or not personal data concerning him/her exist, regardless of their being already recorded, and communication of such data in intelligible form.
2. A data subject shall have the right to be informed:
  - a. of the source of the personal data;
  - b. of the purposes and methods of the processing;
  - c. of the logic applied to the processing, if the latter is carried out with the help of electronic means;
  - d. of the identification data concerning data controller, data processors and the representative designated as per Section 5(2);
  - e. of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.
3. A data subject shall have the right to obtain:
  - a. updating, rectification or, where interested therein, integration of the data;
  - b. erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;
  - c. certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.
4. A data subject shall have the right to object, in whole or in part:
  - a. on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;
  - b. to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.



**IN CASE YOU ARE THE EMPLOYEE TO GIVE THE DATA OF YOUR COMPANY, PLEASE PROVIDE THIS DOCUMENT TO YOUR COMPANY SO THAT IT HAS BEEN INFORMED THAT ILYCAFFÈ HAS ITS DATA AND FOR WHAT PURPOSE USES THEM.**

**PRIVACY POLICY STATEMENT IN ACCORDANCE WITH PROVISIONS OF THE ITALIAN PRIVACY LAW (ART. 13 OF D.LGS. 196/03) AND WITH EUROPEAN LAW 95/46/EC**

Please, note that your personal data (company name, VAT-tax code, address, e-mail - if provided by your employee-phone number-if provided by your employee ) have been provided to illycaffè by your employee enrolled in the course on your behalf and will be processed by illycaffè S.p.A. (Data Controller hereinafter also referred to as "ilycaffè" or "Company" having its registered offices in via Flavia 110, Trieste, Italy, tel. +39.040.3890.111, fax +39.040.3890.490) for purposes envisaged under EU laws, regulations and legislation; for obligations under the contract and therefore for the organization and management of courses of Università del Caffè (e.g. secretarial works, invoicing, drafting of lists, logistics, course management) and for administrative and accounting purposes; to assert or defend illycaffè rights. Other data may be collected from you or are/will be collected from public lists (regarding to VAT number and company name that can be found at the Chamber of Commerce and categorical lists or companies specialized in commercial information in order to verify that the data is real and correct), and some data that will be in possession of illycaffè may be the result of elaborations of illycaffè.

The data may be disclosed on behalf of illycaffè to all parties appointed according to law as persons in charge of the processing by illycaffè: administrative staff, legal department staff, staff of Università del Caffè, website management staff also external to the Company, IT staff , also external to the Company, that can also carry out tasks of system administrators being appointed as such in this case, advisors also external to the Company - quality control advisors, legal advisors, IT technicians that can also carry out tasks of system administrators being appointed as such in this case - employees of Data Processor external to the Company as specified below, employees of the internal Data Processor, interns, teachers, agents, area managers, transport and correspondence staff, also external to the Company, auditors also external to the Company, members of Board and Statutory Auditors, staff quality procedures, internal auditor. Moreover the data may be disclosed to any Data Processor appointed according to law (processing data on behalf of illycaffè), internal (including the Data Processor indicated below as the Corporate Human Resources, Organization, Processes and IT Director) and external to the Company (such as shipping and enveloping companies, information technology outsourcers that store data on their servers and software and hardware maintenance and management companies, companies appointed to manage the websites, debt collection companies, auditing companies - if not Data Controller- and more generally companies/offices that carry out instrumental activities to illycaffè activities) always appointed by illycaffè according to law. The companies/external entities appointed Data Processor will process data either directly or through their employees/staff which are persons in charge of data processing on behalf of illycaffè, performing the same tasks as data processors as well as the administration/maintenance of processors/servers of external data processors hosting illycaffè data. Data processors and persons in charge of processing will retain data insofar it is necessary to perform the tasks assigned by illycaffè by only performing the actions needed to implement such tasks.

Please, note that the list of the companies in charge of debt collection (and which can therefore process data on behalf of illycaffè as Data Processor) will be available at the Data processor below indicated and that these companies will still be indicated before to

proceed with the recovery.

ilycaffè S.p.A will process data either manually, on paper, using IT or telematic means in compliance with the legislative decree n. 196/03 on privacy protection (and also in compliance with the principles of fairness, lawfulness and transparency as well as privacy protection and privacy rights), it will file and process data for as long as it is needed to pursue the purposes specified in this privacy statement and, in any case, for the time prescribed by the law, also adopting security measures and proper procedures to protect data. Data will exclusively be processed in compliance with the purposes specified in this privacy statement. Data will be filed at the offices of illycaffè S.p.A and at the appointed data processors (as well as at any third parties to whom the data are disclosed as specified in this information).

The Data Processor, whom you may contact for everything relating to the use of the data, and especially to exercise the rights contained in art. 7 of D.Lgs. 196/03 (which is attached in full copy), within the times and by the procedures envisaged by the law, and to obtain the full, up-to-date list of the other Data Processors, is the Corporate Human Resources, Organization, Processes and IT Director, who can be contacted for the purposes of this role at the addresses of illycaffè S.p.A. (written communications or enquiries must be addressed "to the Data Processors, the Corporate Human Resources, Organization, Processes and IT Director", specifying the subject of "privacy"). Any changes to the Data Processor identified above or this privacy policy statement may be published on the "privacy policy" page of the Internet site www.illy.com. You are therefore encouraged to visit this site, while information may also still be requested by the procedures envisaged by art. 9 of D.Lgs. 196/03.

The provision of company name, address, VAT number and any the data required later envisaged under EU laws, regulations and legislation, as well as to assert illycaffè rights is necessary to achieve the purposes specified in this information and therefore it is necessary to follow up the request of enrollment in the courses and the following participation of your employee.

The lack of such data will make impossible for your employee to enroll in courses and to participate.

Failure to provide other data not leads to any consequence except to not consider such data that will always be processed, if provided, for the purposes specified in this privacy policy (which could be helpful for improving the services) and therefore their failure to provide not leads to any consequence on enrollment in the courses of your employee and his participation.

The data may be communicated by illycaffè (by communicating only the data required from time to time to achieve the purposes specified in this information) to public and judicial bodies or police if there is an obligation of communication, to legal advisors and shippers (e.g. post office) to send any communication (communicating the information required for shipment), to audit company/individual auditors if not appointed Data Processors.

**SECTION 7 OF D.LGS. 196/2003 - Right to Access Personal Data and Other Rights**

1. A data subject shall have the right to obtain confirmation as to whether or not personal data concerning him/her exist, regardless of their being already recorded, and communication of such data in intelligible form.
2. A data subject shall have the right to be informed
  - a. of the source of the personal data;
  - b. of the purposes and methods of the processing;
  - c. of the logic applied to the processing, if the latter is carried out with the help of electronic means;
  - d. of the identification data concerning data controller, data processors and the representative designated as per Section 5(2);
  - e. of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.
3. A data subject shall have the right to obtain
  - a. updating, rectification or, where interested therein, integration of the data;
  - b. erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;
  - c. certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.
4. A data subject shall have the right to object, in whole or in part,
  - a. on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;
  - b. to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.

Information updated as at 6 November 2015.  
Such update is carried out inside of policy of constant review of the informative ones.  
The versions of the previous policy statements are available writing to [infoprivacy@illy.com](mailto:infoprivacy@illy.com)



**IN CASE YOU ARE THE COMPANY WHO PROVIDES DATA OF YOUR EMPLOYEE, PLEASE GIVE THIS DOCUMENT TO YOUR EMPLOYEE, SO THAT HE IS INFORMED THAT ILYCAFFÈ HAS HIS DATA AND FOR WHAT PURPOSE USES THEM.**

**PRIVACY POLICY STATEMENT IN ACCORDANCE WITH PROVISIONS OF THE ITALIAN PRIVACY (ART. 13 OF D.LGS. 196/03) AND WITH EUROPEAN LAW 95/46/EC**

Please, note that your personal data (name, surname, addresses) if provided by your Company to illycaffè have been collected at your company and will be processed by illycaffè S.p.A. (Data Controller hereinafter also referred to as "illycaffè" or "Company" having its registered offices in via Flavia 110, Trieste, Italy, tel. +39.040.3890.111, fax +39.040.3890.490) for purposes envisaged under EU laws, regulations and legislation; for obligations under the contract and therefore for the organization and management of courses of Università del Caffè (e.g. secretarial works, invoicing, drafting of lists, logistics, course management) and for administrative and accounting purposes; to assert or defend illycaffè rights. Other data may be collected for you for the same purpose specified above.

The data may be disclosed on behalf of illycaffè to all parties appointed according to law as persons in charge of the processing by illycaffè: administrative staff, legal department staff, staff of Università del Caffè, website management staff also external to the Company, IT staff, also external to the Company, that can also carry out tasks of system administrators being appointed as such in this case, advisors also external to the Company - quality control advisors, legal advisors, IT technicians that can also carry out tasks of system administrators being appointed as such in this case - employees of Data Processor external to the Company as specified below, employees of the internal Data Processor, interns, teachers, agents, area managers, transport and correspondence staff, also external to the Company, auditors also external to the Company, members of Board and Statutory Auditors, staff quality procedures, internal auditor. Moreover the data may be disclosed to any Data Processor appointed according to law (processing data on behalf of illycaffè), internal (including the Data Processor indicated below as the Corporate Human Resources, Organization, Processes and IT Director) and external to the Company (such as shipping and enveloping companies, information technology outsourcers that store data on their servers and software and hardware maintenance and management companies, companies appointed to manage the websites and more generally companies/offices that carry out instrumental activities to illycaffè activities) always appointed by illycaffè according to law. The companies/external entities appointed Data Processor will process data either directly or through their employees/staff which are persons in charge of data processing on behalf of illycaffè, performing the same tasks as data processors as well as the administration/maintenance of processors/servers of external data processors hosting illycaffè data. Data processors and persons in charge of processing will retain data insofar it is necessary to perform the tasks assigned by illycaffè by only performing the actions needed to implement such tasks.

illycaffè S.p.A will process data either manually, on paper, using IT or telematic means

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The Data Processor, whom you may contact for everything relating to the use of the data, and especially to exercise the rights contained in art. 7 of D.Lgs. 196/03 (which is attached in full copy), within the times and by the procedures envisaged by the law, and to obtain the full, up-to-date list of the other Data Processors, is the Corporate Human Resources, Organization, Processes and IT Director, who can be contacted for the purposes of this role at the addresses of illycaffè S.p.A. (written communications or enquiries must be addressed "to the Data Processors, the Corporate Human Resources, Organization, Processes and IT Director", specifying the subject of "privacy"). Any changes to the Data Processor identified above or this privacy policy statement may be published on the "privacy policy" page of the Internet site www.illy.com. You are therefore encouraged to visit this site, while information may also still be requested by the procedures envisaged by art. 9 of D.Lgs. 196/03.

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The lack of such data will make impossible for you to enroll in courses and to participate in these courses.

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  - b. of the purposes and methods of the processing;
  - c. of the logic applied to the processing, if the latter is carried out with the help of electronic means;
  - d. of the identification data concerning data controller, data processors and the representative designated as per Section 5(2);
  - e. of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.
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  - a. updating, rectification or, where interested therein, integration of the data;
  - b. erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;
  - c. certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.
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