



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 2019

## 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%

## tailored training

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

€ 500\* +VAT 22%

\*A discount is applied to illy customers

## 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 Marco d'Aviano 5;

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 point 2 letter A and C of this information.

 I agree I don't agreeto the personal data processing for the purposes specified in point 2 letter B of this information (in short: **statistical surveys of my attendance at courses**)

I also declare under my responsibility that I have informed the participant/company indicated as the invoice holder, the contents of this information 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 PURSUANT TO REGULATION (EU) 2016/679 (GDPR) AND NATIONAL LEGISLATION IN FORCE

**1. General information**

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 collected from the data subject, from third parties (e.g. VAT number and company name 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 processing by the Company.

**2. Purposes**

illycaffè may process data for the following purposes:

**A. 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, sending credentials for access to online courses) and for administrative/accounting purposes;

**B. to carry out statistical surveys of your attendance** at courses and the general attendance at the courses and contact you to understand why you do not participate or rarely participate. This activity will enable the illycaffè to evaluate the quality of the service to understand whether or not to make any other free courses;

**C. to be compliant with the requirements pursuant to the legislation in force, regulations or EU regulations and for legitimate interests** such as to assert or defend the rights of the Company.

**3. Mandatory nature of the provision**

The provision of data with asterisk (any required data even after according to legal requirements, EU regulations and legislation and for legitimate interests such as to assert or defend the rights of the Company) is necessary for pursuing the purposes specified in point 2 letter A and C of this information and therefore it is necessary to follow up the request of enrollment to courses or to continue in the relationship. 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 without 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 in point 2 letter A and C (which could be helpful for improving the services), however, their absence does not lead to any consequence on enrollment to courses. Provision of data for the purposes specified in point 2 letter B and the consent are optional and failure to provide data and consent will have no consequences, except not to be subject to the activities referred to in point.

**4. Data recipient categories**

The data of the participant and the company, to which the invoice should be made out, may be communicated for the purposes specified in point 2 letter A and C 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.

For the purposes specified in point 2 letter B of this information, the data will not be communicated.

The data may be disclosed on behalf of illycaffè, each for own role, to all subjects delegated 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 Processors internal and external to the Company, trainees, 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) and to Data Processors internal and external (eg. shipping and enveloping companies, information technology outsourcers that store data on their servers 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). The list of Data Processors is always available by contacting the Data Controller.

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.

**5. Data retention**

Data will be retained by illycaffè for the entire period necessary for the pursuit of the purposes contained in this information. The data retention period is as follows:

- for the contractual purposes until the end of the relationship and also after the end of the relationship for the period prescribed by Italian and European law; some documents such as those of fiscal nature are retained for the period prescribed by Italian tax law (eg. 10 years for invoices);

- or legal obligations, regulations and community regulations, data may be retained for the periods imposed by these regulatory sources;

- for the purposes described in point 2 letter B of this policy, the data can be retained until the end of the training program.

In any case, all data may be retained for a period necessary to assert or defend a company right according to Italian and European regulations.

**6. Data Controller and Data Protection Officer**

The Data Controller is illycaffè S.p.A., having its registered office in via Flavia 110, Trieste, phone number +39.040.3890.111, fax number +39.040.3890.490, e-mail: [infoprivacy@illy.com](mailto:infoprivacy@illy.com). There is also a Data Protection Officer available at the email address [dpo@illy.com](mailto:dpo@illy.com) and at the addresses of the Company.

**7. Rights**

We inform you that the GDPR provides the possibility for the data subject to ask the Data Controller (at the above addresses) to access personal data and to correct or cancel them or limit their processing or to oppose their processing, in addition to the right to data portability, as well as other rights contained in Chapter 3 of the GDPR including the revocation of consent, where provided: the withdrawal of consent does not affect the lawfulness of the

processing based on consent given before revocation.

**8. Complaints**

The data subject can always lodge a complaint with a supervisory authority whose references can be found on the website [www.garanteprivacy.it](http://www.garanteprivacy.it).

**9. Legal Basis**

The legal basis the legal basis consists of legal and contractual obligations (Italian and European laws) as well as the legitimate interests of the Data Controller in the customer-supplier relationship. Furthermore, for the purposes for which consent is provided, the legal basis is the consent itself.

**10. Processing procedures**

Data may be processed on paper, manually, with IT and electronic means (therefore, illycaffè may file data both on paper and IT support). illycaffè has implemented safety measures to prevent any data loss, illegal use of data, misuse or unauthorised access. Data will be retained and processed by illycaffè in compliance with its confidentiality requirements and with the applicable local provisions in the different states in which illycaffè has its offices (in compliance with the principles of fairness, lawfulness, transparency, and protection of the confidentiality and the rights of those concerned) strictly in line with the aims set forth in this privacy policy. Data will be processed by illycaffè exclusively to achieve the aims set forth in this privacy policy. Data will be filed at illycaffè S.p.A. offices and at the appointed data processors (as well as third parties who receive data as specified in point 4 of this privacy policy). Data will be entered in databases, including IT databases.

**11. Further communications**

If the registration form is signed by a company (indicated as the invoice holder) that communicates the personal data of the participant, the company is obliged to inform the participant of what is contained in this information and is obliged to receive his consent to communicate his personal data to illycaffè so that it can process them for the purposes set out in this information.

If instead you fill out and sign the card as a participant and indicate a company as the invoice holder, you are obliged to inform the company of the contents of this information and are obliged to receive the company's consent to communicate its data so that it can process them for the purposes set out in this information.

**N.B.** The consent can only be given by persons over 14 years, if the subject is under 14, he cannot use what is provided for in the purposes for which consent is required.

This privacy policy is updated as at 27/02/2019.

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 Data Controller (email [dpo@illy.com](mailto:dpo@illy.com)).