**MODULO 8 - RICHIESTA RIMBORSO SPESE TRASFERTA ESTERNI**

**REIMBURSEMENT FORM**

|  |  |
| --- | --- |
| Name, Surname |  |
| Date and place of birth |  |
| Nationality |  |
| Permanent residence |  |
| Fiscal code (if applicable) |  |

In the course of the ***NAME OF THE EVENT*** I incurred in the following expenses, all of which are documented in the attached original receipts and for which reimbursement is requested.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Value** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total reimbursement requested | |  |  |

Bank account for the transfer of the above amount:

|  |  |
| --- | --- |
| Name of the Bank |  |
| Bank address |  |
| Account holder’s name |  |
| Account number |  |
| IBAN (EU countries) |  |
| BIC (no EU countries) |  |
| Swift code (no EU countries) |  |
| ABI (bank code, Italy only) |  |
| CAB (agency code, Italy only) |  |
| CIN (Italy only) |  |

***Please send this form and the original tickets and receipts to:***

FEEM Servizi S.r.l.

***NAME SURNAME OF THE EVENT’S ORGANISER***

Corso Magenta 63, 20123 Milan, Italy *SIGNATURE (Name and Surname)*

Signature for payment authorization

**Personal data protection statement pursuant to Regulation (EU) 2016/679** f**or refunds relating to events**

This information/statement integrated the one you already received on the occasion of your participation in [*insert description of the event*] (hereinafter the “**Event**””) – which here is intended to be fully recalled – to describe additional information specifically related to the processing of your personal data in connection with the refund procedure in your favor of the cost of Event (hereinafter referred to as the “**Reimbursement**”).

* 1. **Data Controller, categories of Data Subjects and personal data processed**

FEEM Servizi S.r.l., with registered office at Corso Magenta n. 63, 20123, Milano, e-mail: [*privacy.feemservizi@feem.it*](mailto:privacy.feemservizi@feem.it) (hereinafter, “**FEEM Servizi**” or the “**Data Controller**”), for the purposes *sub* n. 2) will process the personal data requested with reimbursement form (hereinafter the “**Personal Data**”) mainly in paper form and for some fulfillments in telematic/electronic format (for example, credit transfer entry with online banking).

Personal Data will be temporarily stored on the Data Controller’s paper archives, exclusively by the persons authorized and specifically instructed for that purpose.

* 1. **Purposes and legal basis of the processing, obligation to provide requested data**

|  |  |
| --- | --- |
| PURPOSE OF PROCESSING | LEGAL BASIS OF PROCESSING |
| 1. Management of Reimbursement. This category includes accounting and administrative obligations. | On the basis of agreements reached. |
| 1. Fulfillment of a legal obligation. This category includes, for example, accounting of payments, drafting debit note, *etc*.). | Fulfillment of a legal obligation to which FEEM Servizi is subject. |
| 1. Enforce and defend one’s rights, including through out-of-court actions and through third parties. | Pursuit of FEEM Servizi’s legitimate interests**.** |

All of the Personal Data requested are necessary for the pursuit of purposes 1. Failure provide the data, even partially, shall prevent the completion of the contractual relationship or the fulfillment of the obligations linked to its execution, or the performance of the activity requested by the Data Subjects.

* 1. **Recipients/categories of recipients of personal data**

For purposes 1 to 3, the Personal Data may be communicated to:

* the persons authorized by the Controller to process the data (employees and associates) involved in Reimbursement activities;
* independent suppliers of services to FEEM Servizi – including IT, accounting, administrative, legal, insurance and banking services - that operate as data processers, if necessary;
* State administrations, judicial or administrative authorities, public and private entities, including following inspections and audits;
* subjects that can access the data due to provisions of law or secondary legislation or EU legislation.

Only the category of recipients is indicated, as it is subject to constant updates. To obtain the updated list of the recipients, the Data Subjects may contact FEEM Servizi directly, using the contact information indicated in point 6.

* 1. **Periods of preservation of personal data**

The Personal Data will be stored at least for the time necessary for the completion of Reimbursement.

In any case, the Personal Data whose processing is necessary in relation to legal obligations, that data will be preserved for the period of time indicated by law, and in order to ensure FEEM Servizi’s right to defense with reference to potential future legal or administrative disputes, for a period equal to the statute of limitations for the relevant actions, increased by a prudential period of six months

After these terms, all Personal Data will be deleted. The indicated terms may be extended in cases where preservation for an additional period is required in the case of potential litigation, requests from the competent authorities or pursuant to applicable laws.

* 1. **Data Subject’s rights**

The data subjects may contact using the contact information indicated in point 1, without formal procedures, to exercise their right:

* **to oppose** the processing of their data for purpose indicated in point 2 (iii) for reasons linked to one’s particular situation, to be stated;
* **to file a complaint** with the national supervisory authority of the member state of the European Union in which the Data Subject has its habitual residence or place of work or where the alleged violation of their rights has occurred; if that state is Italy, the data subject may contact the Personal Data Protection Authority.

In addition, the Data Subjects may exercise the following rights with respect to FEEM Servizi, at any time and without cost, if the circumstances are present:

**Right of access**: allow you to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, to obtain access to the personal data

**Right to rectification**: allow you to obtain rectification/completion of inexact/incomplete personal data

**Right to erasure**: allow you to obtain the erasure of personal data concerning him or her in the cases allowed by law

**Right to restriction of processing**: allow you, in the cases provided for by Art. 18(1) of the GDPR, to obtain the restriction of the processing of his or her personal data (i.e. the marking of the personal data with the goal of restricting processing in the future)

**Right to data portability**: allow you - in the cases where the legal basis of the processing is the contract or consent, and the same has been given by automated means - to receive the data concerning him or her in a structured, commonly used and machine-readable format, in the cases allowed by the law and limited to the data supplied to FEEM, and also the right to transmit those data to another controller.

* 1. **Contact information**

To exercise your rights and to request the full list of the Data Processor and the subjects to whom the data can be communicated and who will use them for their own processing always in connection with the purposes indicated under art. 2, in addition to any information regarding the privacy policy of the FEEM Servizi, you can write:

• by e-mail to: [privacy.fffeemservizi@feem.it](mailto:privacy.fffeemservizi@feem.it)

• by post to: FEEM Servizi S.r.l, Corso Magenta 63 - 20123, Milano