



**Information concerning the processing of personal data (art. 13 U.E. Regulation no. 679/2016) collected by the Municipality of Genoa with the following aim: registration on supplier database for administrative and accounting purposes**

The Municipality of Genoa ( located in Genoa, Via Garibaldi no. 9, phone number: +39 0105571111; e-mail: [urpgenova@comune.genova.it](mailto:urpgenova@comune.genova.it), certified e-mail account (Pec): [comunegenova@postemailcertificata.it](mailto:comunegenova@postemailcertificata.it)) is the data controller of the personal information provided by the User with the present form and will process them through IT and telematic modalities for the purposes stated by EU Regulation 2016/679 (RGDP), particularly for the carrying out of accounting and administrative activities, within the context of aims of public interest or connected with the exercise of public powers, including purposes of storage, historical research and statistical analysis. The data may also be processed to inform Users, upon their request, about events or other initiatives which are deemed particularly relevant for their activity. The provision of information marked by (\*) is compulsory, therefore failure to fill in the relevant fields prevents the necessary procedure from being completed and, in turn, prevents any request from being fulfilled. Compilation of fields marked by (\$) is optional, therefore it may facilitate interaction with the Municipality of Genoa but failure to fill in these fields does not compromise completion of procedure. The data shall be processed for the time deemed necessary for the definition of the User's request and shall then be kept in accordance to regulations on storage of administrative documentation.

The data shall be treated exclusively by Staff and collaborators of the Municipality of Genoa or by companies expressly appointed as responsible for data processing. In no other circumstances data shall be transmitted to third parties or disclosed, with the exception of those cases specifically stated by national or EU law.

Certain data may be published online in the section "Amministrazione Trasparente" of the Municipality's website for the fulfilment of law requirements stated by legislative decree no. 33/2013 – Unified text on administrative transparency.

Users have the right to ask the data controller for access to, rectification, cancellation, limitation of the processing of their personal information or to oppose processing (article 15 and subsequent articles of RGDP). The request can be addressed to the Responsible Officer for the protection of data at the Municipality of Genoa (*Responsabile della Protezione dei dati personali, Via Garibaldi n.9, Genova 16124, email: DPO@comune.genova.it*).

Under certain circumstances Users also have the right to lodge a complaint to the Data Protection Authority according to relevant procedures.

I hereby declare that I have read the above terms and I authorize the processing of the personal information provided, for the sole uses connected with the procedure for which this declaration is made, in accordance with EU Regulation no. 679/2016.

Date \_\_\_\_\_ Signature \_\_\_\_\_



COMUNE DI GENOVA

www.comune.genova.it  
CF/PI 00856930102

English comp form

To Comune di GENOVA  
Department .....  
Via .....  
I - 16124 GENOVA GE ITALY

**Subject: Payment data entry**

**I the undersigned**

(\*)Surname \_\_\_\_\_ (\*) Name \_\_\_\_\_

(\*)Date and place of birth \_\_\_\_\_

(\*)Legal representative of the following Enterprise/Company (please write Company name in full):

\_\_\_\_\_

(\*)Noted in the Chamber of Commerce or Company Register of \_\_\_\_\_

(\*)Registered Office Address \_\_\_\_\_

\_\_\_\_\_ (\*)Zip Code \_\_\_\_\_

(\*)Phone \_\_\_\_\_ (\$) e-mail \_\_\_\_\_

(\*)Taxpayer's code n.: \_\_\_\_\_ (\*)Vat n.: \_\_\_\_\_

(\*)Name of the bank and bank code \_\_\_\_\_

(\*)Bank Account \_\_\_\_\_ (\*)Swift Code \_\_\_\_\_

(\*)IBAN \_\_\_\_\_

(\*)Currency: EUR / other (please specify).....

Date \_\_\_\_\_

Signature \_\_\_\_\_

(\*) compulsory information (\$) optional information which facilitate interaction with the Municipality of Genoa

**Company data Form**