

**ALL FIELDS MUST BE FILLED IN. INCOMPLETE FORMS WILL NOT BE KEPT INTO CONSIDERATION.  
THIS FORM MUST BE SENT TO [VISAEXPO@IEGEXPO.IT](mailto:VISAEXPO@IEGEXPO.IT), ALONG WITH A COPY OF THE PASSPORT, AT LEAST ONE MONTH BEFORE THE BEGINNING OF THE EVENT.**

**HANDWRITTEN FORMS WILL NOT BE CONSIDERED**

COMPANY NAME

ADDRESS (NO P.O. BOX)

ZIP CODE

CITY

COUNTRY

TELEPHONE

E-MAIL

WE WOULD LIKE TO INFORM YOU THAT WE WILL NOT FOLLOW UP ON EMAIL ADDRESSES OTHER THAN THE COMPANY DOMAIN

COMPANY WEBSITE

REGISTRATION NUMBER OF THE COMPANY at the Chamber of Commerce or similar organization

GIVEN NAME

SURNAME

DATE OF BIRTH

NATIONALITY

PASSPORT NUMBER AND ISSUING COUNTRY

DATE OF ISSUE

DATE OF EXPIRY

POSITION IN THE COMPANY

ARRIVAL DATE

DEPARTURE DATE

HOTEL NAME AND ADDRESS

EMBASSY OR CONSULATE OF REFERENCE

PAVILLION AND STAND N°

**ITALIAN EXHIBITION GROUP RESERVES THE RIGHT TO REFUSE ALL VISA APPLICATIONS BASED ON INFORMATION IN ITS POSSESSION AS WELL AS BY REPORTS OF THE P.S. AND DIPLOMATIC AUTHORITIES.**

Pursuant to articles 13 and 14 of EU Privacy Regulation 679/2016 ("GDPR") we inform you that the personal data provided by the interested party to Italian Exhibition Group S.p.A. ("IEG") are subject to treatment, in compliance with the principles of lawfulness, fairness, correctness, proportionality, necessity, accuracy, completeness and safety and of the other applicable legal obligations.

**Categories of interested parties. Processing operations and collection methods.**

The data processed may concern exhibitors (intended both as natural persons acting on their own behalf or as referents of legal entities, bodies or other organizations that are exhibitors, both as internal referents of legal entities who are directly exhibitors). The categories of data collected are indicated in the VISA REQUEST FORM to which this information refers.

The processing of personal data includes collection operations (through the request form VISA REQUEST FORM published on-line by IEG and completed by the interested party, paper forms completed by the interested party and / or acquired by third parties authorized by IEG or via devices tablet, smartphone or fixed screen), registration, storage, organization processing, modification, selection, extraction, comparison, use, blocking, communication, dissemination, cancellation, destruction.

The processing will take place with electronic and paper means and with logics related to the individual purposes stated below.

**Purpose of the treatment**

Data will be processed using IT, manual and paper means for the purpose of managing the operational support service for collecting information and forwarding, on behalf of the interested party, the request to the competent Public Authorities to issue the entry visa to Italy and use of the entry visa for the booking, by IEG and / or its suppliers, of hotel services in favor of the interested party who intends to participate in the events, exhibitions, events, congresses and / or workshops organized by IEG also together with third-party partners (hereinafter the "Events").

### Legal basis of the processing and obligatory or optional nature of the consent of the interested party

The treatment bases its legal standing i) in the legitimate interest of IEG to facilitate the participation of the party to the Events, providing direct operational support to obtaining the entry visa for Italy provided for by Italian and European legislation and / or by international conventions in relation to citizens coming from certain foreign countries and / or ii) in the specific consent to the treatment, previously communicated to IEG by **the interested party; the interested party is free to deny his consent, however, the lack of consent prevents the interested party from being able to take part in the event / event, congress and / or workshop.**

The presentation of the required documentation does not necessarily imply the issuance of a visa. Upon entry into Italy and the Schengen area, even if in possession of the visa, the Border Authorities are authorized to again request the demonstration of the requirements for obtaining the visa itself.

### Communication and dissemination of data

The data may be communicated by IEG to: suppliers of the management and maintenance service of IT systems, websites and databases of IEG (such third parties will treat the data as External Managers according to the written directives of IEG). A list of external data processors is available at the request of the data subject). The data may also be communicated by IEG to embassies and consulates for the evaluation of the visa application and, following the preliminary investigation, the issuing of the visa. The Embassies and Consulates will treat the data as autonomous holders.

### Duration of treatment

IEG processes data up to 3 months after the date of conclusion of the single Event to which the visa refers. In the event of a dispute between IEG and the interested party or third parties, the data will be processed as long as necessary to exercise the possible protection of IEG rights towards the data subject or third parties. After this time, personal data are deleted, destroyed or made anonymous.

### Rights of the interested party

The interested party has the right to:

- ask the data controller to access personal data and to correct or delete them without undue delay or limitation of the processing that concern them or to object to their treatment;
- withdraw at any time the consent to the processing for one or more specific purposes of their personal data (ordinary and / or sensitive), it being understood that this will not affect the lawfulness of the treatment based on consent given before the revocation.
- to receive, in a structured format, in an understandable and automatic way, the personal data concerning the data supplied to the Data Controller and, if technically feasible, to transmit such data directly to another data controller without hindrance by the Data Controller provided them, if the following (cumulative) condition occurs:
  - a) the processing is based on the consent of the interested party for one or more specific purposes, or on a contract of which the interested party is a party and to whose execution the treatment is necessary;
  - b) the treatment is carried out by automated means (software) (total right to the c.d "portability"). The exercise of the right c.d. to portability, the right to cancellation provided for by art. 17 GDPR.

At any time, the interested party can file a complaint with the European Data Protection Board using the link: <http://www.edps.europa.eu/EDPSWEB/edps/lang/it/EDPS>, or the Italian Privacy Authority or the different competent Supervisory Authority according to the GDPR. For a complete examination of the rights of the interested party, please refer to the text of articles 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR ([https://eur-lex.europa.eu/legal-content/IT/TXT/PDF/?uri=OJ:JOL\\_2016\\_119\\_R\\_0001&from=EN](https://eur-lex.europa.eu/legal-content/IT/TXT/PDF/?uri=OJ:JOL_2016_119_R_0001&from=EN).)

The interested party may exercise the aforementioned rights by writing to the e-mail address: [privacy@iegexpo.it](mailto:privacy@iegexpo.it), or by writing to the Data Controller Italian Exhibition Group SpA, Data Protection Officer, based in Via Emilia, 155 - 47921 Rimini (Italy). It is possible to request a list of external processors. The Data Protection Officer appointed by IEG is Luca De Muri, lawyer, as above domiciled for the position at the Italian Exhibition Group.

**We wish to inform you that the new security procedures require the event to verify the attendance of the person requesting a visa. Should the person requesting the visa fail to attend the event, we are required to inform the competent authorities of the failure to enter the fairgrounds.**

### CONSENT FOR PRIVACY PURPOSES.

Having read the information note above,

**I CONSENT**

**I DO NOT CONSENT**

to the processing of personal data of the undersigned, for the purposes referred to in the aforementioned information.

**DATE:**

**FIRST AND LAST NAME** \_\_\_\_\_  
(IN PRINT)

**SIGNATURE** \_\_\_\_\_