

**EXERCISE OF RIGHTS RELATING TO
THE PROCESSING OF PERSONAL DATA BY THE INTERESTED PARTY
pursuant to Regulation (EU) 2016/679**

TO BE COMPLETED IN BLOCK CAPITALS by the account holder

Please complete all sections of the form. If any of the requested details are missing, the request may not be approved.

The undersigned _____

Tax code _____

Phone _____ email _____ @ _____

MUST be completed if the account holder is a
legal entity / self-employed professional / sole trader

Legal representative of _____

VAT number/numerical tax code _____

Self-employed professional _____

VAT number _____

Sole trader _____

VAT number _____

Account holder's username _____@aruba.it

Aware of the criminal penalties in the event of false statements, forgery or use of falsified documents, referred to in art. 76 of Presidential Decree 445/2000, and pursuant to and for the purposes of art. 46 of said Presidential Decree

declares
that the information provided in this form is true and
requests

the following marked with X:

ACCESS TO PERSONAL DATA (Art. 15 GDPR)

Confirms his/her data is currently being processed.

I also request information on:

- the reasons for processing my personal data;
- the categories of personal data that are being processed;
- the entities or categories of entities to whom my personal data has been or may be communicated, particularly if they are located in third-party countries or international organisations;
- when the data is transferred to a third-party country or an international organisation, whether there is suitable guarantee of compliance with the regulations related to this transfer;
- the storage period of the personal data or, if not possible, the criteria used to determine this period;
- whether I have the right to request a correction or deletion of my personal data or the limits on the processing of the personal data or the right to object to processing;
- whether I have the right to file a claim with a supervisory authority;
- the origin of the data (or the subject or specific source from which it was acquired);
- whether there is an automated decision-making process, including profiling, and, if so, significant information on the logic used, as well as the importance and consequences of this processing;

I request notification of said data in an intelligible format.

CORRECTION (Art. 16 GDPR)

When Hosting, E-Security, Data Center and Connectivity services are activated, follow the procedures outlined below:

- for the Aruba.it HOSTING service, you must follow the "change data" procedures found under this link <https://guide.hosting.aruba.it/domini/modifica-dati-domini/procedure-modifica-dati.aspx>;
- for E-SECURITY services, you must follow the "change data" procedures found under this link <https://guide.pec.it/home.aspx> within each "change data" section found in the area dedicated to each service;
- for DATA CENTER services, you must follow the "change data" procedures found under the link <https://guide.serverdedicati.aruba.it/home.aspx>, inside each "change data" section found within the area dedicated to each service;
- for CONNECTIVITY services, you must follow the "change data" procedures found under the link <https://guide.hosting.aruba.it/adsl/modifica-dati-servizio-adsl.aspx>.

B

in all other cases, complete the following fields:

any type of **Aruba.it Service** for which there is a request for correction/addition

Correction of the personal data to be made:

Addition to the incomplete personal data to be made:

DELETION OF ARUBA USERNAME (Art. 17 GDPR)

I intend to request the deletion of my Aruba username:

WARNING:

It will not be possible to proceed with the deletion of your personal data if you have an active Service, except in the case of the prior termination of this service, in accordance with the following information.

If you request the deletion of a single service:

- for Aruba.it HOSTING services, you must follow the domain deletion procedures found under the link <https://guide.hosting.aruba.it/domini/cancellazione.aspx>
- for PEC services, you must follow the deletion procedures found under this link <https://guide.pec.it/servizio-pec/disdettaservizio.aspx>
- for CERTIFICATION services, you must follow the procedures found under the link <https://guide.pec.it/soluzioni-firmadigitale.aspx> in the relevant sections, for **suspension/withdrawal** of the certificate;
- for ArubaID - SPID services, you must follow the procedures found under the link <https://guide.pec.it/spid/sospensione-revocaidentita-digitale.aspx> for **suspension/withdrawal** of the digital identity.

C

If you intend to exercise your **right to withdraw**, refer to the associated provisions outlined in the Supply Conditions that apply to the Service(s) in question. To exercise your right to withdraw pursuant to Legislative Decree 206/2005 (so-called "Consumer Code"), the associated request form can be found in the "Terms and Conditions" section of the Service(s) in question.

DATA DELETION (Art. 17 GDPR)

I intend to request the deletion of my personal data for the following reasons:

(specify the reasons why you are requesting the deletion of your personal data)

(specify the reasons why you are requesting the deletion of your personal data)

D	<input type="checkbox"/> LIMITATIONS (Art. 18 GDPR)
	<p>I intend to request that the processing of my personal data be limited in accordance with the provision of Art. 18 of the GDPR and in particular in accordance with the provisions outlined in:</p> <hr/> <p>(e.g. letter a., paragraph 1, of Art. 18)</p>
E	<input type="checkbox"/> PORTABILITY (Art. 20 GDPR)
	<p>I intend to receive my information in a structured, commonly used machine-readable format. In particular, this request involves (indicate the applicable categories of data or processing):</p> <hr/> <hr/> <p><input type="checkbox"/> if technically feasible, I request direct transfer to another data controller or _____</p>
F	<input type="checkbox"/> OPPOSITION (Art. 21 GDPR)
	<p><input type="checkbox"/> I object to the processing of my personal data by the data controller in pursuing its own legitimate interest, as indicated in the Privacy Policy, including profiling;</p> <p><input type="checkbox"/> if my personal data is processed for direct marketing purposes, I object to this processing, including Profiling insofar as it is linked to such direct marketing.</p>

Information on the processing of personal data

The undersigned has carefully read the Policy provided by Aruba S.p.A. in accordance with Art. 13 of Regulation (EU) 2016/679 available at the link https://www.aruba.it/documents/tc-files/it/11_it_privacy_policy_aruba_spa.pdf. For the purposes of this request, the processing of the interested party's personal data is necessary for fulfilling a legal obligation to which the Data Controller is subject, pursuant to art. 6.1 letter C of Regulation (EU) 2016/679.

Place _____ Date _____ Applicant's signature (stamp) _____

Attached:

- Copy of the front and back of a legible valid identity document of the person making the request.
- [Self-certification](#) only if the applicant is a legal person (freelancers, associations, entities, companies, firms).

Aruba reserves the right to request further documentation.