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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 –ORGANIZATION DATA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Registered Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Head Office Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CNPJ / VAT: | | | | | | | | | | | | | | | | | | | | | Tel: | | | | | | | | | | | | | |
| Website: | | | | | | | | | | | | | | | | | | | | | PEC: | | | | | | | | | | | | | |
| Contact person: | | | | | | | | | | | | | | | | | | | | | Position: | | | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | | | | | | | | | Mobile: | | | | | | | | | | | | | |
| 1A - SITE(S) INVOLVED BY THE STATEMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address** | | | | | | | **Activities** | | | | | | | | | | | | | | **Products /Services/Others** | | | | | | | | | | | | | **Note** |
|  | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | |  |
|  | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | |  |
| 1B - COMPLEMENTARY INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organization part of a larger group? | | | | | | | | | | | | | | | | | | | | | NO | | | | | | | | | | | | | YES |
| If YES, which one: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organization client of RINA Services S.p.A.? | | | | | | | | | | | | | | | | | | | | | NO | | | | | | | | | | | | | YES |
| If YES, for which service(s): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Customer organization of a company of the RINA Group? | | | | | | | | | | | | | | | | | | | | | NO | | | | | | | | | | | | | YES |
| If YES, for which service(s): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organization with certified management system? | | | | | | | | | | | | | | | | | | | | | NO | | | | | | | | | | | | | YES |
| If YES, for which programmes/standards: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Has a consulting company been involved? | | | | | | | | | | | | | | | | | | | | | NO | | | | | | | | | | | | | YES |
| If YES, which one and specify the technician(s) in charge: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site(s) where environmental and ethical information and supporting data are managed: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of computer media, programs, databases used: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Channel through which you became aware of the requested service (Choose one of the items listed below):  Trade Association  Email marketing  Linkedin  Financial Market  Webinar  Claim  Event  RINA website  Other: \_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 – SERVICE REQUIRED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2A - GREENHOUSE GAS REDUCTION PROJECT/INITIATIVE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Mechanism/Programme/Standard**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CDM | | | JI | | | | | | | | | | | | | | | | GS4GG | | | | | | | | | | | | SCS | | | |
| UER | | | VCS | | | | | | | | | | | | | | | | SDVista | | | | | | | | | | | | Other: ………………… | | | |
| In case of SDVista: | | | Claim (optional) | | | | | | | | | | | | | | | | | | | | | | | | | | | | Asset (optional) | | | |
| Validation for registration of:  Project Activity (PA)  Programme of Activity (PoA)  Inclusion of Component Project Activities (CpA)  CpA re-inclusion | | | | | Validation of modifications subsequent to validation (post registration changes) of:  PA  PoA | | | | | | | | | | | | | | | Validation for renewal of credit period of:  PA  PoA  CpA | | | | | | | | | | | | | Verification of implementation and monitoring of:  PA  PoA | |
| Title of the Project/Initiative: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location and Country of the Project/Initiative: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boundary: | | | | | | | | | | | | | | | | | | | | Estimated size (tCO2eq/year): | | | | | | | | | | | | | | |
| Sectoral Scope: | | | | | | | | | | | | | | | | | | | | Technical Area: | | | | | | | | | | | | | | |
| Methodology (indicate version): | | | | | | | | | | | | | | | | | | | | Baseline (indicate version): | | | | | | | | | | | | | | |
| Period of time covered (when applicable): | | | | | | | | | | | | | | | | | | | | Monitoring period (in case of Verification): | | | | | | | | | | | | | | |
| PA/PoA ref. number (if available): | | | | | | | | | | | | | | | | | | | | Number of CpAs and codifications (in case of PoA/CpA): | | | | | | | | | | | | | | |
| Stakeholders: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PP(s)  ……………………………  …………………………… | | | | | | | | | | | CME (in case of PoA)  ……………………………  …………………………… | | | | | | | | | | | | | | | | Financier  ……………………………  …………………………… | | | | | | | |
| Focal Point  ……………………………  …………………………… | | | | | | | | | | | Consultant  ……………………………  …………………………… | | | | | | | | | | | | | | | | DNA (when available)  ……………………………  …………………………… | | | | | | | |
| Other (specify): …………………………………………………………………………………………………………………………………………….. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional information about the GHG reduction initiative and the service required: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2B - GREENHOUSE GAS INVENTORY AND PROJECT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Verification | | | | | | | | | Next verification | | | | | | | | | | | | | | | | Validation | | | | | | | | | |
| **Programme/Standard:** | | | | ISO 14064-1 | | | | | | | | | | | | | | | ISO 14064-2 | | | | | | | | | | | | GHG Protocol | | | |
| Level of assurance: | | | | | | | | Reasonable | | | | | | | | | | | | | | | | Limited | | | | | | | | | | |
| Inventory size (tCO2eq/year): | | | | <= 50.000 t CO2e | | | | | | | | | | | | | 50.000 < t CO2e <= 500.000 | | | | | | | | | | | | | | > 500.000 tCO2e | | | |
| Reference period: | | | | | | | | | | | | | | | | | | | | Number of sites: | | | | | | | | | | | | | | |
| Organizational boundaries: | | | | | | | | | control-based approach | | | | | | | | | | | | | | | | equity share approach | | | | | | | | | |
| System of collection and elaboration data: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| detection with measurement instruments and informatic processing data | | | | | | | | | detection data with measurement instrumentation and calculation using estimates; data processing both with computer and manually | | | | | | | | | | | | | | | | high prevalence of calculation using estimates; data processing with computer and manually | | | | | | | | | |
| Type of GHG: | | | | CO2 | | | | | | | | | | | | | | | CO2, CH4, N2O | | | | | | | | | | | Tutti GHG | | | | |
| GHG inventory categories: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Direct GHG emissions and removals | | | | | | | | | | Indirect GHG emissions from imported energy; | | | | | | | | | | | | | | | | Indirect GHG emissions from transportation | | | | | | | | |
| Indirect GHG emissions from products used by organization | | | | | | | | | | Indirect GHG emissions associated with the use of products from the organization | | | | | | | | | | | | | | | | Indirect GHG emissions from other sources | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2C - QUANTIFICATION OF CARBON FOOTPRINT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Verification | | | | | | | | | | | | Next verification | | | | | | | | | Other, Specify: | | | | | | | | | | | | | |
| **Programme/Standard:** | | ISO 14067 | | | | | | | | | | GHG Protocol | | | | | | | | | PAS 2050 | | | | | | | | Other, Specify: | | | | | |
| Type and number of carbon footprint products or services, brief description of their supply chain, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Functional unit(s): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicable PCR or CFP-PCR (indicate version): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boundary of the system  from cradle to gate  from cradle to grave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Level of assurance:  reasonable  limited | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2D - QUANTIFICATION OF THE WATER FOOTPRINT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| of Organization | | of Product | | | | | | | | | | | | | of Process | | | | | | Other, Specify: | | | | | | | | | | | | | |
| First Verification | | Next verification | | | | | | | | | | | | | | | | | | | Other, Specify: | | | | | | | | | | | | | |
| Programme Standard: | | ISO 14046 | | | | | | | | | | | | | ISO 46001 | | | | | | Other, Specify: | | | | | | | | | | | | | |
| Type and number of products subject to a water footprint, brief description of their supply chain, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boundary of the system  from cradle to gate  from cradle to grave  from gate to gate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicable PCR (indicate version): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of water footprint: | | | | | | Complete Water footprint | | | | | | | | | | | | | | | | Water footprint for specific indicators, Specify: | | | | | | | | | | | | |
| Calculation of the water footprint: | | | | | | Indicators in disaggregated form | | | | | | | | | | | | | | | | Aggregated indicators | | | | | | | | | | | | |
| Level of assurance:  reasonable  limited | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2E - CARBON NEUTRALITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| of Organization | | of Product | | | | | | | | | | | | | of Service | | | | | | of Event | | | | | | | | | | | Other, Specify: | | |
| Validation | | First Verification | | | | | | | | | | | | | Next verification | | | | | | Certification | | | | | | | | | | | Other, Specify: | | |
| Programme/Standard: | | PAS 2060 | | | | | | | | | | | | | | | | | | | ISO 14021 | | | | | | | | | | | Other, Specify: | | |
| Programme/Standard used for the quantification of greenhouse gas emissions: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brief description of how carbon neutrality is intended: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type and number of products subjects of carbon neutrality, brief description of their supply chain, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Functional unit(s), if applicable: | | | | | | | | | | | | | | | | | Applicable PCR or CFP-PCR (indicate version): | | | | | | | | | | | | | | | | | |
| Boundary of the system (e.g. from cradle to gate, cradle to grave), if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organizational boundaries or Title of the event, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Level of assurance: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2F - SELF-DECLARED ENVIRONMENTAL CLAIM ACCORDING TO ISO 14021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Verification | | | | | | | | | | | | | | | Next verification | | | | | | Other, Specify: | | | | | | | | | | | | | |
| Self-Declared Environmental Claim (refer to the possibilities present on ISO 14021): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type and number of products subjects of claim, brief description of their supply chain: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2G - ETHICAL CLAIM ACCORDING TO ISO/TS 17033 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| of Organization | | of Product | | | | | | | | | | | | | of Service | | | | | | | Other, Specify: | | | | | | | | | | | | |
| Validation | | First Verification | | | | | | | | | | | | | Next verification | | | | | | | Other, Specify: | | | | | | | | | | | | |
| Ethical Claim: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type and number of products subjects of claim, brief description of their supply chain, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organizational boundaries, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2H - INFORMATION RELATING TO SUSTAINABLE FINANCE INSTRUMENTS/PRODUCTS/INVESTMENTS/FINANCING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Validation | | First Verification | | | | | | | | | | | | | Next verification | | | | | | Other, Specify: | | | | | | | | | | | | | |
| Program/Standard: | | GBP ICMA | | | | | | | | | | | | | GLP ICMA | | | | | | ISO 14030-1 | | | | | | | | | | | ISO 14030-2 | | |
|  | | ISO 14097 | | | | | | | | | | | | | CE Taxonomy | | | | | | DNSH Principle | | | | | | | | | | | Other, Specify: | | |
| Reference public Notice, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of instrument/product/action: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reference document (e.g. data sheet), if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Investment amount, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2I - INFORMATION CONTAINED IN SUSTAINABILITY REPORT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Verification | | | | | | | | | | | | | | Next verification | | | | | | | Other, Specify: | | | | | | | | | | | | | |
| Document or guidelines selected for the report: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Option chosen for the report (in case of GRI G4): | | | | | | | | | | | | | | | | | | | | | | | Core  Comprehensive | | | | | | | | | | | |
| Organizational boundaries: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time period covered: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the boundaries of the report (issues covered, possible exclusions): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2L – DECLARATION/REPORT ACCORDING TO ARTICLES 14 AND 19 OF REGULATION (EU) NO 517/2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Verification of declaration(s) of conformity according to article 14  Number of declaration(s) of conformity issued every year: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Verification of annual report according to article 19  t CO2e reported: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organisation type: | EU producer of HFCs (Annex I, section 1)  EU producer of other fluorinated gases of Annex I or Annex II of Regulation (EU) No 517/2014  Importer (bulk gases) of HFCs (Annex I, section 1) or mixtures (including pre-blended polyols) containing HFCs  Importer (bulk gases) of Other fluorinated gases of Annex I or Annex II of Regulation (EU) No 517/2014  Exporter of bulk gases  Importer of refrigeration, air conditioning or heat pump equipment pre-charged with HFCs or HFC-containing mixtures  Importer of other products or equipment containing fluorinated gases of Annex I or Annex II of Regulation (EU) No 517/201  EU destruction company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Registration ID in the HFC Registry: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2M - ENVIRONMENTAL PRODUCT DECLARATION (EPD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Verification | | Pre-certification | | | | | | | | | | | | | | | | Renewal | | | | | | | | | | | | | | | | |
| Transfer | | EPD Process Certification | | | | | | | | | | | | | | | | Other, Specify: | | | | | | | | | | | | | | | | |
| The organization plans to request surveillance: | | | | | | | | | | | | | | | | On an annual basis  (Mandatory for EPD Process) | | | | | | | | | | | | On call | | | | | | |
| Type of EPD: | | Full EPD | | | | | | EPD for Sectors | | | | | | | | | | Pre-verified Tool | | | | | | | | | | EPD for single issue, Specify: | | | | | | |
| Type and number of products or services, brief description of their supply chain, if applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of sites related to the EPDs: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicable PCR (indicate version): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boundary of the system:  from cradle to gate  from cradle to grave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other products/services of the organization whose EPD has been verified: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In the case of EPDs Process, please fill in also the table below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EPD Name | | Types of products contained | | | | | | | | | | | | | Applicable PCR (indicate version): | | | | | | Production site | | | | | | | | | | | Note | | |
|  | |  | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | |
|  | |  | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2N –LIFE CYCLE ASSESSMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type and number of products subjects of claim, brief description of their supply chain: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boundary of the system:  from cradle to gate  from cradle to grave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicable PCR (indicate version): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Level of assurance:  reasonable  limited | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Production sites involved:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | Address | | | | | | | | | | | Activity | | | | | | | | Notes | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | |
| Describe the requested service better, if necessary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2O- OTHER (FOR ACTIVITIES NOT INCLUDED IN THE PREVIOUS BOXES) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of service required: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Your personal data are processed by the data Controller in the ways and with the purposes described in the RINA privacy notice given to you pursuant to art. 13 of the Regulation (EU) 2016/679 (hereinafter, the “GDPR”), attached to this request/application form.

The Controller is RINA S.p.A., whose registered office is in Genoa (Italy), via Corsica 12, Tax code and VAT n° 03794120109, as well as the Company(ies) in the RINA Group with which you have and/or may sign a services contract (hereinafter the “Controller”).

You have the right to withdraw consent at any time, with particular reference to the consent given for the processing of your data for the purposes referred to in point 2 lett. (b), by writing an e-mail to rina.dpo@rina.org. It does not compromise the execution of the service contract in place.

Furthermore, as data subject you can exercise the rights provided for in articles 15 and following of the GDPR by sending a registered letter to RINA S.p.A., via Corsica 12, 16128 Genoa (Italy), to the attention of the Data Protection Officer, or by sending an e-mail to the address rina.dpo@rina.org.

The Data Controller may be contacted via the contact details indicated on the website www.rina.org, as well as at the e-mail address of the Data Protection Officer rina.dpo@rina.org.

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|  |  |  |
| (Signature) |  | (Place and Date) |

**PRIVACY NOTICE**

Pursuant to art 13 of Regulation (EU) 2016/679 (hereinafter, the “**GDPR**”) and in relation to data provided by the Client or obtained by the Controller during the contractual relationship for the proposed services, the Client is hereby informed that its data will be processed by the following means and for the following purposes:

1. **DATA CONTROLLER**

RINA S.p.A., whose registered office is in Genoa (Italy), via Corsica 12, Tax code and VAT n° 03794120109, as well as the Company(ies) in the RINA Group are Joint Controllers according to art.26 GDPR. The Controller can be contacted via the contact details shown on the [www.rina.org](http://www.rina.org) website, or via the e-mail address for the Data Protection Officer [rina.dpo@rina.org](mailto:rina.dpo@rina.org).

1. **PURPOSE OF PROCESSING**

The Controller processes the personal data (hereinafter, “**personal data**” or also “**data**”) provided by the Client:

Without having to obtain your explicit consent, for the following purposes:

1. pre-contractual activities aimed at the proposal of offers and the establishment of the contractual relationship for the provision of the Controller's services (such as for example in the case of contact details collected directly from the interested data subject or otherwise publicly available);
2. to fulfil contractual, administrative and fiscal obligations arising from relationships in force (like fiscal data for the issuance of the invoice and relevant payment even if electronic, or contact details necessary for the registration and access to restricted areas on online platforms or mobile applications);
3. fulfil the obligations established by the specific contractual terms of the requested service and/or by any binding accreditation and/or certification requirements (such as the collection of audit evidence or other supporting documentation, also containing special categories of personal data defined at art. 9 GDPR such as health certificates, if required by law or by reference standard and therefore mandatory to obtain the service itself, provided both through traditional and digital methodologies, or furnished by remote tools);
4. to fulfil the obligations imposed by law or by an order of the competent Authority;
5. to exercise the Controller’s rights, such as the right of defence in a lawsuit.

Only with your prior consent, for the following promotional purposes:

1. to send you e-mails, post, sms and/or telephone calls, newsletters, commercial communications, and/or advertising materials on products or services offered by the Controller, and to measure the level of satisfaction with the quality of such services.
2. to use your images, photos and videos, taken on the occasion of the provision of the service, to document the success of the initiative, with the possibility of publication on the website www.rina.org, on the Company's official social media channels, or others external communication channels selected from time to time.
3. **PROCESSING METHOD**

The Controller will process personal data in accordance with the principles of lawfulness, fairness and transparency.

Your personal data are processed by means of the following operations: collection, recording, organisation, structuring, storage, consultation, adaptation or alteration, use, dissemination, disclosure by transmission, retrieval, alignment or combination, restriction, erasure or destruction of the data. Your personal details are subjected to both hard-copy and electronic processing.

The Controller will process the personal data for the time necessary to carry out the purposes indicated above and, in any case, for not more than 30 years from termination of contractual relations and not more than 2 years from collecting data for marketing purposes.

Once 10 years have passed since the contractual relations have ceased, access to the data will be limited to heads of departments.

Should the Controller have a documented need to store the data for a period longer than 30 years (e.g. if erasure could compromise its legitimate right to defence or in general, to safeguard its company assets), such further storage shall take place, limiting access to said data to the head of the legal department only, in order to guarantee the legitimate exercising of the right of defence of the Controller.

1. **RECIPIENTS OF THE DATA**

Your data may be made accessible for the purposes indicated in art 2.a and 2.b to the following recipients:

1. affiliate companies or subsidiaries of RINA Group, in Italy and abroad, to the extent to which this is necessary for processing, in conformity to the binding corporate rules adopted by RINA Group;
2. companies or other third entities (credit institutions, professional firms, consultants, insurance companies for providing insurance services, auditing companies, supervisory institutions, etc.) who carry out activities on an outsourcing basis, on the Controller’s behalf;
3. public entities, for fulfilling legal obligations.

Without requiring your explicit consent, the Controller may communicate your data for the purposes indicated in art 2.a to supervisory bodies, judicial authorities, insurance companies for providing insurance services, as well as to entities to which communication is mandatory in terms of the law, for carrying out said purposes.

1. **TRANSFERS OF DATA**

Personal data are stored on servers located within the European Union. In any case, it is understood that, should this be necessary, the Controller will have the right to move the servers even outside the EU. In such a case, the Controller hereby guarantees that transfers of data outside the EU will be done in accordance with the applicable laws, also by means of including standard contractual clauses provided for by the European Commission, and adopting binding corporate rules for intra-group transfers.

1. **LEGAL BASIS OF THE PROCESSING**

The provision of data and related processing for the purposes indicated in art**.** 2.a is necessary in order to guarantee the Controller’s services you have requested, and for implementing the contract and any pre-contractual obligations. The legal basis of the aforementioned processing can be found in art. 6, par. 1, b) GDPR. Any refusal will make it impossible for the Controller to provide the services covered by the contract.

Providing data for the purposes indicated in art. 2.b, on the other hand, is not mandatory. You may, therefore, decide not to provide any data or subsequently refuse processing of data already provided . The legal basis of the aforementioned treatment can be found in art. 6, par. 1, a) GDPR, the only consequence of such refusal will be that receiving newsletters, commercial communications, and advertising materials related to the services offered by the Controller will not be possible. However, you will continue to have the right to the services indicated in art. 2.a.

1. **RIGHTS OF THE DATA SUBJECT**

As the data subject, you have the right to:

1. obtain confirmation of whether or not personal details regarding you are processed or not, as well as to obtain a copy of said data;
2. obtain an indication of: a) the source of the personal data; b) the purposes and means of processing; c) the logic involved in the case of processing done with the help of electronic instruments; d) the identity and the contact details of the controller, controller’s representatives, processors and data protection officer; e) the recipients or categories of recipients to which the personal data can be communicated, or who can come to know the same as the designated representative within the territory of the State, processors, or employees who carry out processing;
3. obtain: a) updating, rectification, or completion of the data; b) erasure, transformation into an anonymous form or blocking of data processed in violation of laws; c) certification that the operations referred to in letters a) and b) have been made known, also in relation to their content, to those to whom the data have been communicated or disclosed by transmission, unless this is impossible or involves a disproportionate effort; d) a structured format, from the Controller, commonly used and provided in an intelligible and easily accessible form with the personal data related to you, and, where technically feasible, to obtain transmission of said data directly from one controller to another;
4. object to: a) processing of your personal data, even if pertinent to the purpose for which they were collected. b) processing of your personal data for the purposes of sending advertising or direct sales materials, or for carrying out market research or commercial communication, using automated telephone calling systems without an operator, by e-mail and or by means of traditional telephone and/or hard copy postal marketing methods. Such right of object may also be exercised only in part, thereby allowing the data subjects to choose whether to receive only communications using traditional means or only automated communications, or neither of the two types of communication.
5. Therefore, in your capacity as Data Subject, you have the rights pursuant to Arts. 15 – 21 of GDPR, as well as the right to lodge a complaint with the competent Authority pursuant to art 77 of GDPR.
6. **PROCEDURE FOR EXERCISING RIGHTS AND COMMUNICATIONS**

The Controller has appointed a Data Protection Officer, who can be contacted for all matters related to processing of your personal data and the exercising of related rights.

Therefore, you may contact the Data Protection Officer at any time, using the following procedure:

1. by sending a registered letter with notification of receipt to RINA S.p.A., via Corsica 12, 16128 Genova, for the attention of the Data Protection Officer, or by
2. by sending an e-mail message to rina.[dpo@rina.org](mailto:dpo@rina.org).

We wish to state that you have the right to withdraw the consent given at any time by writing to rina.[dpo@rina.org](mailto:dpo@rina.org).

Yours sincerely,

I declare that I have examined the notice and accept its contents.

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|  |  |  |
| (Signature) |  | (Place and Date) |

For the purpose of receiving e-mails, post, sms and/or telephone calls, newsletters, commercial communications, and/or advertising materials on products or services the Controller offers, and to measure the degree of satisfaction with the quality of such services (non mandatory consent).

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|  |  |  |
| I give my consent |  | I do not give my consent |
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| (Signature) |  | (Place and Date) |

For the purpose of using your images, photos and videos, taken on the occasion of the provision of the service, to document the success of the initiative, with the possibility of publication on the website www.rina.org, on the Company's official social media channels, or others external communication channels selected from time to time.

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|  |  |  |
| I give my consent |  | I do not give my consent |
|  |  |  |
| (Signature) |  | (Place and Date) |