



Current year card N. \_\_\_\_\_

Delivered on \_\_\_\_\_

Previous year card N. \_\_\_\_\_

**REQUEST FOR AN IDENTIFICATION CARD FOR THE ISSUANCE OF THE MONTHLY PASS"  
(Complete the form in all its parts)**

The undersigned ..... born in ..... the .....  
resident on ..... in the street ..... n°.....  
tel. .... cell. .... email .....

**Tax ID code** .....

asks for his line card to be issued/renewed ..... for the year .....

I attach to this document the requested documentation, specified in the "conditions for issuing the season ticket.

By signing this request, I declare that I have read and accepted the "**conditions for issuing identification cards**" and the "**privacy policy**" attached to this form.

**Date** ..... **Signature** .....

With specific reference to the processing of my personal data for marketing and advertising communication purposes, aimed at informing me about promotional initiatives carried out by Società Navigazione Arcipelago Ponziano, as better described in the attached privacy information, I declare that:

**I GIVE MY CONSENT**       **I DO NOT GIVE MY CONSENT**

**Date** ..... **Signature** .....

**The issuing of the season ticket is subject to the judgment of the offices responsible for checking the adequacy of the documentation presented including checks at the hiring companies.**



### CONDITIONS FOR THE ISSUANCE OF RECOGNITION CARDS

All general rules and conditions relating to the transport of people are applicable to holders of identification cards whose granting is governed by the following conditions:

- a) To purchase monthly season ticket tickets, they must complete the appropriate form attaching the required documents;
- b) The Management of Società Navigazione Arcipelago Ponziano S.r.l. once the checks have been completed, a specific monthly pass will be issued;
- c) With the monthly pass you are entitled to only one return trip per day;
- d) Season tickets do not constitute a reservation and do not give priority right to boarding. In the event of unavailability of seats for the requested journey, the coupon will be issued for the first available journey;
- e) The season ticket must always be shown, both at the ticket office and upon boarding, together with the passage ticket;
- f) In the event of termination of the employment relationship, the season ticket holder must notify the issuing company;
- g) The season ticket is also valid on public holidays, with the exception of public holidays in the months of July and August, during which the season ticket can only be used for journeys departing in the following time slots which can be consulted on the company website all 'address snapnavigazione.it; no new season tickets are issued in the months of June, July and August;
- h) The Management reserves the right to withdraw season tickets used occasionally (i.e. less than 24 return trips in a two-month period).

#### **The requirements for obtaining the cards are:**

1. Be an employee of a company, organization or firm located on the island and which carries out its business there and need to use the maritime connections on the lines booked by Società Navigazione Arcipelago Ponziano S.r.l. on a non-occasional basis;
2. Be a student enrolled at an educational institution based on the island;
3. Be an employee of companies that, based on the mainland, are tasked with carrying out work on behalf of public bodies on the island, in a well-defined period of time; in this case the works and their duration must be certified by the contracting public body;
4. Be citizens resident on the islands (annual passes only);
5. Demonstrate that the travel remains the responsibility of the worker (therefore no invoice will be issued to companies or organizations as the subscription is exclusively aimed at the worker who meets the requirements);
6. The following are excluded from the right to subscription: domestic workers, self-employed workers, freelancers, representatives, commercial travelers or similar;

The company Navigazione Arcipelago Ponziano S.r.l., on a quarterly basis, reserves the right to verify the documentation prescribed above, to carry out checks and verifications regarding the continuation of the requirements that allow the right to the season ticket.

Date ..... Signature .....



#### ORIGINAL DOCUMENTATION REQUIRED

- 1) Application written on the appropriate form, complete in every point by typewriter or block capitals;
- 2) A passport-sized photograph (photographs on low resolution photographic paper will not be accepted);
- 3) Copy of a valid identity document;
- 4) Declaration from the employer, on headed paper, with legible stamp and signature and in original, containing the following elements:

- Company Name/Company Name
- Registered office
- Tax code and VAT number
- Employee personal data and tax code
- Work start date and work end date (if fixed-term)
- Copy of the pay slip where the amounts may be covered for privacy reasons

In the event that the workplace corresponds to locations identified by procurement contracts, the worker of the contracting company must enclose, in addition to the service certificate, a copy of the procurement contract, highlighting the presumed term of work.

In the case of students, it is necessary to present the enrollment certificate issued by the Institute/University on headed paper, complete with personal details, stamp and legible signature in original.

#### - Employees of public bodies

**In compliance with the new provisions on certification (law n.183 of 12 November 2011 art.15), it will be possible to present the declaration in lieu of certification with the wording "This certificate cannot be produced to public administration bodies or private individuals managers of public services". The absence of the aforementioned wording will result in the Company not issuing the season ticket.**

The substitutive declarations will be checked with the relevant Public Administration.

False certifications will result in the suspension of the season ticket without any refund due from the Company.

Date ..... Signature .....



## PRIVACY POLICY

(for the processing of personal data pursuant to articles 13 and 14 of EU Regulation 679/2016)

### Introduction

EU Regulation 679/2016 (hereinafter, for brevity, "GDPR") has the purpose of guaranteeing that the processing of personal data is carried out in compliance with fundamental rights and freedoms, as well as the dignity of the interested party with particular reference to confidentiality and to personal identity and the right to data protection.

The GDPR means "processing" as any "operation or set of operations, carried out with or without the aid of automated processes and applied to personal data or sets of personal data, such as collection, recording, organisation, structuring, storage, adaptation or modification, extraction, consultation, use, communication by transmission, dissemination or any other form of making available, comparison or interconnection, limitation, cancellation or destruction".

Pursuant to and for the purposes of the GDPR, Società Navigazione Arcipelago Ponziano S.r.l., with headquarters in Piazzale Carlo Bergamini, snc interna porto – Terracina, C.F. and VAT number. 02014190595 ("Società Navigazione Arcipelago Ponziano" or "Owner") informs you that it will process your data for the purposes set out below.

### 1. Data processed

The data being processed are exclusively your personal data provided when completing the identification card request form for the issue of the "monthly pass" (name, surname, date of birth, tax code, residence address, number telephone, mobile phone, email, photos, etc.) In no case will we process particular categories of personal data (so-called "sensitive data").

### 2. Purpose and legal basis of the processing, consequences of your refusal to allow the processing:

#### a. Establishment and execution of contractual relationships and consequent obligations

Società Navigazione Arcipelago Ponziano processes your data for the purposes of issuing/renewing the monthly subscription as well as to provide any technical information regarding the service requested by you.

Processing requirement: contractual obligation

Refusal: The provision of personal data is necessary for the execution of the contract, therefore any refusal will make it impossible to provide the requested service.

#### b. Marketing to respond to your needs and to provide you with promotional offers also in line with your preferences

Società Navigazione Arcipelago Ponziano may process your contact data for marketing and advertising communication purposes, aimed at informing you about promotional initiatives carried out via email, text messages and other messaging tools, and traditional contact methods (for example, telephone call with operator) or for market research and statistical surveys, where you give us specific consent.

Prerequisite for processing: consent

Refusal: Failure to provide it does not have consequences on contractual relationships.

Revocation of consent: Consent can be revoked at any time.

#### c. Compliance with legally binding requests to fulfill a legal obligation, regulations or provisions of the judicial authority, as well as to defend a right in court

Società Navigazione Arcipelago Ponziano may process your Data to fulfill a legal obligation and/or to defend its rights in court.

Prerequisite for processing: legal obligations which Società Navigazione Arcipelago Ponziano is obliged to comply with.

### 3. Treatment methods

The processing of the Data will take place using manual, IT and telematic tools, with logic strictly related to the purposes highlighted above and, in any case, by subjects authorized to carry out these tasks, appropriately informed of the constraints imposed by the GDPR, equipped with security measures aimed at guaranteeing the confidentiality of personal data and to avoid undue access to third parties or unauthorized personnel.

The Data Controller undertakes to process the Data in compliance with the provisions of the GDPR, as well as the national legislation in force on privacy as well as to process the data lawfully and correctly, collecting and recording the same for specific purposes, explicit and legitimate, taking care to verify that they are relevant, complete and not excessive in relation to the purposes for which they are collected or subsequently processed.

### 4. Subjects to whom personal data may be communicated

The Data may be communicated, within the limits strictly necessary for the purposes pursued, to employees, collaborators, professionals and companies possibly in charge of specific processing, to accounting firms and consultants responsible for keeping the accounts, to banks, to associated companies, to suppliers third parties. These subjects only come into possession of the personal data necessary to carry out their functions and can use them only for the purpose of carrying out these services on behalf of the Data Controller or to comply with legal provisions. The Data may also be communicated to police bodies, judicial authorities, and to subjects who can access it pursuant to provisions of law or secondary or community legislation.



## 5. Duration of processing and storage of personal data

We retain your personal data only for the time necessary to achieve the purposes for which it was collected or any other related legitimate purpose. Therefore, if personal data is processed for two different purposes, we will retain such data until the purpose with the longest term ceases to exist, but we will no longer process personal data for that purpose whose retention period has expired. We limit access to your personal data only to those who need to use it for relevant purposes.

Your personal data that is no longer required or for which there is no legal basis for storage will be destroyed in a secure manner.

Below we show the storage times in relation to the different purposes listed above:

Fulfilment of contractual obligations: the data processed to fulfil any contractual obligation may be kept for the duration of the contract and no longer than 10 years, to verify any outstanding accounts (for example, invoices)

Marketing purposes: personal data processed for marketing purposes may be kept for 24 months from the date we obtained your last consent for such purpose (except for the objection to receive further communications). In any case, where your consent is revoked, the data will no longer be used for these purposes.

## 6. Rights of the data subject

We inform you that, in relation to the aforementioned processing, you may exercise the rights provided by art. 15 et seq. of the Regulation. You are entitled to obtain:

- a) confirmation of the existence or otherwise of personal data concerning you, even if not yet recorded, and their communication in an intelligible form and/or access to them;
- b) a copy of your personal data;
- c) the correction of your personal data which may be inaccurate;
- d) the deletion of your personal data;
- e) the restriction of the processing of your personal data;
- f) in un formato strutturato, di uso comune e leggibile da dispositivo automatico i dati personali che Lei ci ha fornito o che Lei stesso ha creato - esclusi i giudizi creati dal Titolare e/o dalle persone autorizzate a trattare i dati a nome e per conto del Titolare ex art. 4 del Regolamento - e di trasmetterli, direttamente o per mezzo di Società di Navigazione Arcipelago Ponziano, ad un altro titolare del trattamento (c.d. diritto alla portabilità dei dati);
- g) The indication of: the origin of personal data; the categories of personal data processed; the purposes and methods of processing; the logic applied in case of processing carried out with the aid of electronic means; the details of the Data Controller and any persons responsible; the retention period for your personal data or the criteria used to determine such a period; the subjects or categories of subjects to whom personal data may be disclosed or who may become aware of them as a designated representative in the territory of the State, of persons responsible or authorised to process data in the name and on behalf of the Controller as per art. 4 of the Regulation; updating, rectification or, if it is in your interest, integration of data; transformation into anonymous form or blocking of data processed in violation of law, including those for which retention is not necessary in relation to the purposes for which the data were collected or subsequently processed; a statement that the operations referred to in letters a) and b) have been made known, also as regards their content, of those to whom the data have been communicated or disseminated, except where such fulfilment proves impossible or involves the use of means manifestly disproportionate to the right protected.
- h) You also have the right to object, in whole or in part: (a) for legitimate reasons, to the processing of personal data concerning you, even if relevant to the purpose of the collection; (b) the processing of personal data concerning you for the purposes of sending advertising or direct sales material or for the completion of market research or commercial communication.

To assert your rights, please send a written request with the subject "Privacy - exercise of Privacy rights" to the following e-mail address [info@snapnavigazione.it](mailto:info@snapnavigazione.it)

If the data subject believes that the rights conferred on him by law have been violated by the Controller and/ or a third party, he has the right to complain to the Guarantor for the protection of personal data and/ or other competent supervisory authority.

Date ..... Signature .....