

**INFORMATIVE**  
**on the processing of personal data, pursuant to and for**  
**the purposes of the European Regulation EU 2016/679**

Dear Mr./Mrs.,

Following the assistance assignment given to our Association for the fulfilment of the obligations aimed at obtaining reimbursements and indemnities provided for by the policies with which you are insured, the following information is hereby provided.

**Introduction** – The EU Regulation 2016/679 (Code regarding the protection of personal data) provides for the protection of legal persons and any other body or association and other subjects regarding the processing of personal data. According to this legislation, the processing of personal data referring to a subject, specifically to be defined as "interested", is based on principles of correctness, lawfulness, and transparency, as well as the protection of the privacy and rights of the interested party.

This is to inform you, in compliance with the decree, that about the relationship you have with our structure, we have some data relating to you, which may have also been acquired verbally. According to Article 13 of EU Regulation 2016/679, our structure, as Data Controller, will process the personal data provided by you in compliance with the law, with the utmost care, implementing effective management procedures and processes to ensure the protection of the processing of your data.

**1. Processing methods and purposes** – The data provided, even particular (sensitive) data, will be processed for the execution and the purposes referred to in the assignment, in compliance with the aforementioned legislation and the confidentiality obligations and rights of the interested.

The data communicated will be recorded, processed, and stored in our paper and electronic archives, in particular:

- For the inclusion of personal data in the computer databases.
- For the fulfilment, with insurers, brokers, and intermediaries, of the formalities aimed at obtaining reimbursements and compensation for themselves and their family members.

**2. What are your rights** – The privacy legislation (articles 15 -22 of the Regulations) guarantees you the right to access your data at any time, as well as to their correction and/or integration, if inaccurate or incomplete, to their cancellation or limitation of their treatment, if the conditions are met, to the opposition to their treatment for reasons related to your particular situation, to the portability of the data provided by you, when processed in an automated way for the contractual services requested by you, within the limits of the provisions of the Regulation (Article 20).

**3. Data Controller and Data Processor** – The Data Controller is SISCOS SERVIZI S.A.S ([www.sicrosservizi.com](http://www.sicrosservizi.com)) with headquarters in Via Fabio Filzi, 2 - 20124 Milan ([info@sicrosservizi.com](mailto:info@sicrosservizi.com)). Your right to complain with the Italian Authority, the Privacy Guarantor, remains unaffected, where deemed necessary for the protection of your data and your rights on the matter.

**SISCOS SERVIZI S.A.S.**



APPLICATION FORM

NGO EXPATRIATE WORKERS

FOR REFUND OF MEDICAL EXPENSES

Please send by e-mail at: claims@siscosservizi.com

I the undersigned..... E-mail ..... address..... working in ..... with the organisation ..... have received medical assistance for me / my family member ..... from ..... /..... /..... to ...../...../..... and apply for the reimbursement of the expenses listed in the annex and accompanied with medical diagnosis certification.

I hereby authorize SISCOS to see to the reimbursement procedure until the payment is confirmed, and I demand that the amount be credited to the current account below:

Holder of current account: Name: Surname: SWIFT Code (only for NON-Italian Bank account) Country Check Digit BANK DETAILS Cin ABI CAB C/C number

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

I have taken note of the statement complying with the D. Lgs. 30 June 2003 n. 196, art. 13, that I received, and I give my consent to the processing of my personal and sensitive information to SISCOS, as it is the holder of the processing; with the means and limitations of the above mentioned statement, with the only aim to carry out the assignment of assistance I gave it.

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

ENCLOSE: Consent for processing of personal data – Generali Italia, filled-in and signed

Do not fill this section – c/o SISCOS

Table with 3 columns: Details of reimbursement claimed, Local currency, Euro. Rows include A/B) Medical expenses, C) Pharmaceuticals, D) Dental treatments, E) Hospitalization, F) Other, and Total.

EXCHANGE: ..... REIMBURSEMENT EURO: .....





## Information on the processing of personal data according to articles 13 and 14 of EU Regulation no. 679/2016 of 27 April 2016

### Use of data for contractual purposes

We inform you that your data, provided by you or acquired from third parties (1) are processed by Generali Italia S.p.A. (hereinafter also the Company), as Holder, in the context of the insurance services requested or provided for, including the insurance quotes that we will prepare in favour of you or of third parties designated by you, (i) for the proposition and conclusion of the contract insurance and related or accessory services and/or products, and to carry out the related regulatory obligations (such as those relating to anti-money laundering); (ii) for the execution of the contracts entered into by you, (iii) for, where appropriate, to prevent, identify and/or prosecute any insurance fraud (2); (iv) to communicate your data to companies that perform outsourcing services on behalf of the Company or for the execution of existing contracts. We also inform you that the processing of your data for the purposes referred to in points (i), (ii) and (iv) is necessary and functional to the provision of services by the Company and/or to the execution of existing contracts and requires your explicit consent, if not already expressed, only for the processing of the particular categories of personal data referred to in Article 9, paragraph 1, of the Regulation (including in particular data relating to health); while for the purposes referred to in letter (iii) the processing of your data is based on the legitimate interest of the Company to prevent and identify any insurance fraud and to implement correct management. We, therefore, inform you that for the processing as described above under (i), (ii), (iii) and (iv) the provision of data is mandatory and their failure, partial or incorrect provision may have, as a consequence, the " impossibility of carrying out the requested activities and precludes the Company from fulfilling contractual obligations as envisaged by existing contracts.

### Rights of the interested party

You will be able to know what your data are processed by the Company and, where the conditions apply, exercise the various rights relating to their use (right of access, rectification, updating, integration, cancellation, limitation to processing, portability, revocation of consent to the processing and to obtain a copy of their data where these are stored in countries outside the European Union, as well as to obtain an indication of the place where such data are stored or transferred) as well as to oppose for legitimate reasons a particular of theirs processing and in any case to their use for commercial purposes, in whole or in part also about the use of automated methods by contacting: Generali Italia S.p. A., Via Marocchessa 14, 31021 Mogliano Veneto TV, [privacy.it@generali.com](mailto:privacy.it@generali.com) or to the Data Protection Officer (DPO), who can be contacted by e-mail at "[RPD.it@generali.com](mailto:RPD.it@generali.com)" and/or by ordinary mail at the address "RPD Generali Italia - Mogliano Veneto, Via Marocchessa 14 31021. We also inform you that, if you find that your data is being processed that is inconsistent with the consent you have expressed, you can lodge a complaint with the Guarantor for the protection of personal data, in the manner indicated on the Guarantor's website.

### Data retention times

Your data may be stored for different periods depending on the purpose for which they are processed by the Company, by the privacy legislation applicable from time to time, in particular for contractual purposes, for the entire duration of the existing relationships and, following current legislation for 10 years from the moment of termination of the effectiveness of the contract or, in the event of disputes, for the limitation period provided for by the legislation for the protection of related rights, without prejudice in any case to retention periods higher required by specific sector regulations.

### Data communication

Your data will not be disclosed and will be processed with suitable methods and procedures, including computerized ones, by our employees, collaborators and other subjects, including external ones, designated as Data Processors and/or Data Processors or, in any case, operating as Data Controllers, who are involved in the management of existing relationships with you or who carry out tasks of a technical, organizational, operational nature on our behalf, including within and outside the EU (3).

### Transfer of data abroad

Your data may also be disclosed, where necessary, to individuals, private or public, connected to the specific insurance relationship or to the insurance and reinsurance sector operating in countries located in the European Union or outside it (4) some of which may not to provide adequate guarantees of data protection (a complete list of countries that provide adequate guarantees of data protection is available on the website of the Guarantor for the Protection of Personal Data). In such cases, the transfer of your data will be carried out in compliance with the international regulations and agreements in force, as well as against the adoption of adequate measures (eg standard contractual clauses).

### Changes and updates to the information

Also in consideration of future changes that may affect the applicable privacy legislation, the Company may integrate and/or update, in whole or in part, this Information. It is understood that any changes, additions or updates will be communicated to you in compliance with current legislation, also through publication on the Company's website [www.generali.it](http://www.generali.it).

### NOTES:

1. The Company processes the following categories of data: personal and identification data, contact data, policy data, tax data and bank account details, other personal data provided by the interested party, and particular categories of personal data referred to in Article 9, paragraph 1, of the Regulation, data collected from public sources (lists, registers, public documents that can be known by anyone), data acquired from other third parties (Generali Group companies, contractors, policyholders, members of social security or welfare or health funds, commercial information and financial risk companies, external companies for market research purposes). In addition, even at the request of the Judicial Authority, the Company will be able to process data relating to criminal convictions and offences.
2. By way of example, formulation of personalized recommendations and/or insurance proposals consistent with your insurance needs, preparation of estimates and subsequent renewals, the stipulation of life, non-life or supplementary pension insurance contracts, premium collection, additional payments, switches and other activities envisaged by the contract, settlement of claims or other services, reinsurance, co-insurance, exercise and defence of the rights of the insurer, fulfilment of specific legal or contractual obligations, management and internal control, statistical activities.
3. These are subjects belonging to the "insurance chain" (eg agents, sub-agents, agency collaborators, producers, insurance brokers, banks, credit institutions, debt collection companies, securities firms, insurers, co-insurers and reinsurers, pension funds, actuaries, lawyers and fiduciary doctors, technical consultants, experts, car repair shops, roadside assistance companies, vehicle demolition centres, healthcare facilities, claims and contract settlement companies, and other affiliated service providers, etc. ), companies of the Generali Group, and other companies that perform, such as outsourcers, IT, telematics, financial, administrative, archiving, correspondence management, auditing and budget certification services, as well as companies specialized in market research and surveys on the quality of services.

4. Contracting parties, policyholders, members of social security or health funds, pledges, binding; insurers, co-insurers, reinsurers and associative / consortium bodies (ANIA, Mefop, Assoprevidenza) towards which the communication of data is functional to provide the services indicated above and to protect the rights of the insurance industry, institutional bodies and public bodies to which the data must be communicated by law.

#### My privacy consents

Having read the attached privacy policy on the processing of personal data, regarding the processing of personal data for contractual purposes, I acknowledge that for the processing as illustrated in the privacy policy sub (i), (ii), (iii) and (iv) the provision of data is mandatory and that Generali Italia will process the same according to what is indicated in the information to fulfil the contractual obligations as required by the existing contract.



Firmando autorizzo inoltre il trattamento delle categorie particolari di miei dati personali, tra cui quelli relativi alla salute, per le finalità del trattamento illustrate nell'informativa privacy sub (i), (ii), (iii) e (iv), per quanto necessario all'erogazione dei servizi richiesti o in mio favore previsti.

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(Place and date)

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(Name and surname readable)

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(Signature)