

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.sicosservizi.com) with headquarters in Via Fabio Filzi, 2 - 20124 Milan (info@sicosservizi.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

<i>Details of reimbursement claimed:</i>	<i>Local currency</i>	<i>Euro</i>
A/B) Medical expenses
C) Pharmaceuticals
D) Dental treatments
E) Hospitalization
F) Other
Total	_____	_____

EXCHANGE: REIMBURSEMENT EURO:



Filled out by Ms. / Mr.

Local currency exchange rate / 1 Euro:

Date	Documentation	Amount (local currency)
A) For medical consultations: <ul style="list-style-type: none"> - Doctor's certificate indicating the diagnosis* - Original receipts / invoices 		
.....
.....
.....
B) For analysis, diagnosis exams, treatment materials, etc.: <ul style="list-style-type: none"> - Medical prescriptions and outcomes - Original receipts / invoices 		
.....
.....
.....
C) For medicines/pharmaceuticals: <ul style="list-style-type: none"> - Medical prescriptions - Original receipts/invoices 		
.....
.....
.....
D) For dental treatments: <ul style="list-style-type: none"> - Dentist certificate indicating the diagnosis* - Diagram, prescription and details of the treatments done - Original receipts / invoices in details 		
.....
.....
E) For hospitalization: <ul style="list-style-type: none"> - Hospitalization certificate - Hospital report / case history - Original receipts / invoices 		
.....
.....
F) Other expenses:		
.....
		TOTAL _____

* Medical certificates must **always** indicate the provisional or ascertained diagnosis

IMPORTANT: In case of treatments due to an **accident**, please attach a signed **statement** indicating causes and dynamic of the accident.



Information on the processing of personal data pursuant 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 personal data, provided by you, including in the case of videoconference/audioconference recording for distance selling purposes, or acquired from third parties⁽¹⁾ are processed by Generali Italia S.p.A. (hereinafter also the Company) as part of the Customer Profile, consultancy and insurance offer, including insurance quotes that we will prepare for you or third parties designated by you, (i) for the proposal and conclusion of insurance contracts and related or ancillary services and/or products, and to comply with related regulatory requirements (such as those relating to anti-money laundering); (ii) for the performance of contracts entered into by you, (iii) to, where appropriate, prevent, detect and/or prosecute any insurance fraud; (iv) to communicate your personal data to companies that perform outsourced services on behalf of the Company or for the execution of existing contracts; (v) for the exercise and defence of rights; (vi) for the fulfilment of specific legal or contractual obligations; (vii) for internal management and control; (viii) for statistical activities ⁽²⁾. We also inform you that the processing of your personal data for the purposes referred to in points (i), (ii), (iii), (v), (vi) and (vii) is necessary and functional to the provision of services by the Company and/or the execution of existing contracts and requires your explicit consent, if not already expressed, only for the processing of special categories of personal data referred to in Article 9, paragraph 1 of the Regulation (including, in particular, data relating to health) as well as complying with a regulatory obligation in relation to the data acquired during the video/audio conference; while for the purposes referred to in letters (iv), (v) and (viii) the processing of your data is based on the legitimate interest of the Company to prevent and detect any insurance fraud, to exercise and defend its rights and to put in place a correct management. We therefore inform you that for the purposes of the processing as illustrated above from (i) to (viii) the provision of data is mandatory and their failure, partial or incorrect provision may result, in the impossibility of carrying out the requested activities and precludes the Company from fulfilling the contractual obligations as provided for by the contracts in place.

Rights of the data subject

You will be able to know what your data are processed by the Company and, if the conditions are met, exercise the various rights relating to their use (right of access, rectification, updating, integration, cancellation, limitation of processing, portability, revocation of consent to processing and to obtain a copy of your data where these are stored in countries outside the European Union, as well as to obtain an indication of the place to which such data are stored or transferred) as well as to oppose for legitimate reasons to their particular processing and in any case to their use for commercial purposes, in whole or in part also with regard to the use of automated methods by contacting:

- Generali Italia S.p.A., Via Marocchesa 14, 31021 Mogliano Veneto TV, or the Data Protection Officer (DPO), who can be contacted by e-mail at "RPD.it@generali.com" and/or by ordinary mail to the address "RPD Generali Italia - Mogliano Veneto, Via Marocchesa 14 31021.

We also inform you that, if you notice that the processing of your data is not consistent with the consents you have expressed, you can lodge a complaint with the Guarantor for the protection of personal data, in the manner indicated on the website of the Guarantor itself.

Data retention times

Your personal data may be stored for different periods of time depending on the purpose for which they are processed, in accordance with the privacy legislation applicable from time to time, in particular for contractual purposes, for the entire duration of the existing relationships and, in accordance with current legislation, for a period of 10 years from the time 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 longer retention periods provided for by specific sector regulations



Communication of Data

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

Transfer of data abroad

Your data may also be communicated, where necessary, to private or public entities 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 provide adequate data protection safeguards (a full list of countries that provide adequate data protection safeguards is available on the website of the Data Protection Authority). In such cases, the transfer of your data will be carried out in compliance with the international rules and agreements in force, as well as in the face of the adoption of appropriate measures (e.g. standard contractual clauses).

Changes and Updates to the Policy

Also in consideration of future changes that may affect the applicable privacy legislation, the Company may supplement and/or update, in whole or in part, this Policy. It is understood that any modification, integration or update will be communicated to you in accordance with current legislation, including by publication on the Company's website www.generali.it.

NOTES:

1. The Company processes the following categories of data: personal and identification data, contact details, policy data, tax data and bank account details, other personal data provided by the data subject, special 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, policyholders, members of social security or welfare or health funds, commercial information and financial risk companies, external companies for market research purposes). In addition, also at the request of the Judicial Authority, the Company may 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, stipulation of life, non-life or supplementary pension insurance contracts, collection of premiums, additional payments, switches and other activities provided for by the contract, settlement of claims or other benefits, reinsurance, coinsurance.
3. These are subjects that are part of the "insurance chain" (e.g. sub-agents, agency employees, manufacturers, insurance brokers, banks, credit institutions, debt collection companies, securities brokerage companies, insurers, co-insurers and reinsurers, pension funds, actuaries, lawyers and fiduciaries, technical consultants, experts, garages, roadside assistance companies, motor vehicle dismantling centers, health facilities, settlement companies companies of the Generali Group, and other companies that carry out, such as outsourcers, IT, telematics, financial, administrative, archiving, correspondence management, auditing and financial statement certification services, as well as companies specialising in market research and surveys on the quality of services.
4. Policyholders, insured persons, members of social security or health funds, garnishes, bondholders; insurers, co-insurers, reinsurers and associations/consortiums (ANIA, Mefop, Assoprevidenza) to whom 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 regulatory obligation.

My Privacy Consents

Having read the privacy policy on the processing of personal data, with reference to the processing of personal data for contractual purposes, I acknowledge that for the purposes of the processing as illustrated in the privacy policy from (i) to (viii) the provision of data is mandatory and that the same will be processed as indicated in the information to fulfill the contractual obligations as provided for by the contracts in place.



By signing, I also authorize the processing of special categories of my personal data, including those relating to health, for the purposes of the processing illustrated in the privacy policy from (i) to (viii), as necessary for the provision of the services requested or in my favor.

Place and date _____

Signature _____