

**FORM TO REQUEST THE UPDATE OF THE APPLICATION:  
UPDATE, RECORDING OR DELETION OF ADMINISTRATIVE  
AND TECHNICAL CONTACTS  
(LEGAL PERSONS OR UNINCORPORATED ASSOCIATIONS)**

**PERSONAL DETAILS OF THE LEGAL REPRESENTATIVE**

The undersigned Mr/Mrs/Ms (surname) \_\_\_\_\_ (name) \_\_\_\_\_  
born in \_\_\_\_\_ (province of \_\_\_\_ ) on the  
(dd/mm/yyyy) \_\_\_/\_\_\_/\_\_\_\_ Living in \_\_\_\_\_  
Address \_\_\_\_\_, Post Code \_\_\_\_\_  
Telephone n° \_\_\_\_\_ Fax n° \_\_\_\_\_  
Email \_\_\_\_\_ or Certified Email \_\_\_\_\_  
*(the certified email address the present form will be sent from)*

*Details of the ID to be attached to the present form only if not previously provided:*

Identity Card  Driving Licence  Passport

ID Number \_\_\_\_\_ Issued by \_\_\_\_\_ on the \_\_\_/\_\_\_/\_\_\_\_

as the *pro tempore* legal representative or as the special attorney/ attorney general, empowered through notary deed that confers the powers to sign this form on behalf of the \_\_\_\_\_  
*(please specify the operator category: company, association, unincorporated association)*  
business name \_\_\_\_\_,  
with a registered office in \_\_\_\_\_ (Province of \_\_\_\_\_),  
Post Code \_\_\_\_\_ Address \_\_\_\_\_,  
Partita I.V.A. \_\_\_\_\_ and/or Codice Fiscale \_\_\_\_\_,

*(non compulsory fields only for unincorporated associations)*

registration number \_\_\_\_\_ for the Business Register of \_\_\_\_\_  
or registration date \_\_\_/\_\_\_/\_\_\_\_ and N° \_\_\_\_\_ for any other  
Register \_\_\_\_\_, *(please specify)*

identified and described above, aware that whoever releases untruthful declarations is punishable in accordance to the provisions of the penal code and all applicable laws, pursuant to and by effect of articles 46 and 76 of D.P.R. 445/2000, declares to be invested with the necessary powers to sign the present deed, and through the present form, properly and thoroughly filled in, with regards to the service delivered in favour of \_\_\_\_\_ *(business name of the operator)* by Fondazione Ugo Bordonì, as the Administrator of the “Registro Pubblico delle Opposizioni” on behalf of the Ministry of Economic Development – Communications Department as per D.P.R. 7<sup>th</sup> Sep 2010, n°178 «Regulations for the establishment and administration of the public opt out register of the subscribers who wish not to receive unsolicited sales or marketing calls» (G.U. 256 of the 02/11/2010)

**REQUESTS**

the update and/or recording of the following administrative contacts.

**RECORDING, UPDATE OF ADMINISTRATIVE CONTACT 1**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  Certified Email

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**RECORDING, UPDATE OF ADMINISTRATIVE CONTACT 2**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  Certified Email

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**RECORDING, UPDATE OF ADMINISTRATIVE CONTACT 3**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  Certified Email

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**RECORDING, UPDATE OF ADMINISTRATIVE CONTACT 4**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  Certified Email

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**RECORDING, UPDATE OF ADMINISTRATIVE CONTACT 5**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  **Certified Email**

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

the update and/or recording of the following technical contacts.

**RECORDING, UPDATE OF TECHNICAL CONTACT 1**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  **Certified Email**

*(In case of a certified email, the lists will necessarily be sent from the certified email together with a digital signature with legal validity; the digital signature holder must be the same person as the recorded “technical contact”. If the “Certified Email” box is not ticked, therefore the concerned contact will only be able to send the lists through the web server)*

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**RECORDING, UPDATE OF TECHNICAL CONTACT 2**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  **Certified Email**

*(In case of a certified email, the lists will necessarily be sent from the certified email together with a digital signature with legal validity; the digital signature holder must be the same person as the recorded “technical contact”. If the “Certified Email” box is not ticked, therefore the concerned contact will only be able to send the lists through the web server)*

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**RECORDING, UPDATE OF TECHNICAL CONTACT 3**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  **Certified Email**

*(In case of a certified email, the lists will necessarily be sent from the certified email together with a digital signature with legal validity; the digital signature holder must be the same person as the recorded “technical contact”. If the “Certified Email” box is not ticked, therefore the concerned contact will only be able to send the lists through the web server)*

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**RECORDING, UPDATE OF TECHNICAL CONTACT 4**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  **Certified Email**

*(In case of a certified email, the lists will necessarily be sent from the certified email together with a digital signature with legal validity; the digital signature holder must be the same person as the recorded “technical contact”. If the “Certified Email” box is not ticked, therefore the concerned contact will only be able to send the lists through the web server)*

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**RECORDING, UPDATE OF TECHNICAL CONTACT 5**

Please enter the following updated contact:

**Name (mandatory field)** \_\_\_\_\_

**Surname (mandatory field)** \_\_\_\_\_

**Telephone n° (mandatory field)** \_\_\_\_\_

**Email address (mandatory field)** \_\_\_\_\_  **Certified Email**

*(In case of a certified email, the lists will necessarily be sent from the certified email together with a digital signature with legal validity; the digital signature holder must be the same person as the recorded “technical contact”. If the “Certified Email” box is not ticked, therefore the concerned contact will only be able to send the lists through the web server)*

**First portion of the password**

As a replacement for:

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**REQUESTS**

furthermore the deletion of the following contacts.

**DELETION OF**

**ADMINISTRATIVE CONTACT**

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**TECHNICAL CONTACT**

**DELETION OF**

**ADMINISTRATIVE CONTACT**

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**TECHNICAL CONTACT**

**DELETION OF**

**ADMINISTRATIVE CONTACT**

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**TECHNICAL CONTACT**

**DELETION OF**

**ADMINISTRATIVE CONTACT**

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**TECHNICAL CONTACT**

**DELETION OF**

**ADMINISTRATIVE CONTACT**

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**TECHNICAL CONTACT**

**DELETION OF**

**ADMINISTRATIVE CONTACT**

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**TECHNICAL CONTACT**

**DELETION OF**

**ADMINISTRATIVE CONTACT**

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**TECHNICAL CONTACT**

**DELETION OF**

**ADMINISTRATIVE CONTACT**

Name (mandatory field) \_\_\_\_\_

Surname (mandatory field) \_\_\_\_\_

Email address (mandatory field) \_\_\_\_\_

**TECHNICAL CONTACT**

**DECLARES**

furthermore that the data provided in the present form are correct and truthful.

Place \_\_\_\_\_ Date \_\_\_\_\_

Stamp and signature \_\_\_\_\_

**Password notes**

The password cannot be a dictionary word and must be at least 6 characters long and include

- at least 1 lowercase letter
- at least 1 uppercase letter
- at least 1 number
- it is possible to use the following special characters:
  - o ! (exclamative mark)
  - o \$ (dollar sign)
  - o ? (question mark)
  - o - (minus sign)
  - o \_ (underscore)
  - o @ (at sign)
- Please avoid the use of: capital “I” and “O”, lowercase “L”, numbers “1” and “0” as they could create ambiguity when entering the password

***PRELIMINARY INFORMATION PURSUANT TO ART. 13,  
LEGISLATIVE DECREE N° 196/2003***

concerning the processing of personal data provided by You or collected by us now and in the future, during the contractual relationship or carrying out the service according to D.P.R. 178/2010.

**1. PURPOSES AND METHODS OF THE PROCESSING OF DATA**

The processing of data provided by You is carried out using manual, computer and telematic means, with logics and methods strictly correlated to the provision of service and to the purposes as provided by D.P.R. 178/2010 and by the applicable “General Terms and Conditions for the regulation of the access of the operators to the “Registro Pubblico delle Opposizioni” as per art. 1, par. 1, letter c), of the D.P.R. 7th Sep 2010, N°178”.

In particular, the purposes of the processing of personal data are as follows: a) allowing initial access to the “Registro Pubblico delle Opposizioni” pursuant to and by effect of art. 5 of the D.P.R. 178/2010 and the management of all successive stages of the manager/operator relationship as set out in the legislation and the General Conditions of the Contract in force; b) actual provision of the service; c) storage of the access operations, pursuant to art. 8, par. 5, of the D.P.R. 178/2010; d) creation and maintenance of the systems for the provision of the service as well as the delivery, activation and maintenance of the products and/or tools; e) invoicing of registration fees, pursuant to art. 6 of the D.P.R. 178/2010 and art. 4 of the General Terms and Conditions; f) handling potential complaints and litigation and requests for assistance; g) fraud prevention and arrears management; h) credit protection and potential debt collection, possibly through a third party; i) delivery of communications coming from institutional bodies.

Your personal data are also processed in order to fulfil obligations in accordance with laws and/or regulations and/or Community rules, or to comply with the terms of the General Conditions in force.

Data will be processed in respect of the confidentiality and security rules as mandated by law, this also applies to any communication to third parties; for every operation carried out by the operators of accessing the system or updating the lists on the basis of data contained in the “Registro Pubblico delle Opposizioni” the manager will keep a record of the operator’s registered access events, list updates and disconnections for 24 months from the date of their generation, according to criteria of thoroughness, integrity, inalterability and verifiability, complying with art. 8 of the D.P.R. 7th Sep 2010, N°178. Such records will be protected by the manager of the “Registro Pubblico delle Opposizioni” against abusive access, in such a way as to permit access only for purposes of inspection by the Italian data protection authority or legal authorities for personal data protection.

Therefore You are invited to enter the data requested as per the procedure described at [www.registrodelleopposizioni.it](http://www.registrodelleopposizioni.it) and in the General Terms and Conditions.

**2. OBLIGATORY NATURE OF PROVIDING THE REQUESTED DATA AND CONSEQUENCES IF THE SUBJECT FAILS TO REPLY**

Provision of personal data is mandatory for the achievement of the above-mentioned purposes; accordingly, a partial/inaccurate provision or a non-provision of the data will make it impossible for the company to deliver the service.

**3. COMMUNICATION AND DISSEMINATION**

Data may be disclosed to the employees in charge of the processing for purposes functional to the activity of the Fondazione Ugo Bordononi, manager of the “Registro Pubblico delle Opposizioni”.

Data may also be disclosed to: a) the Italian data protection authority for the execution of its inspecting and/or controlling duty as per art. 12 of the D.P.R. 178/2010; b) the Ministry of Economic Development – Directorate-General for electronic communication broadcasting and postal services in its capacity as data controller or for the execution of its monitoring duty; c) public authorities and/or monitoring and controlling bodies empowered

to request the data by law; d) the judicial authority; e) consultants, judicial experts and law firms nominated by the Fondazione Ugo Bordoni for one of the purposes set out in point 1 of these notes.

#### **4. RIGHTS OF DATA SUBJECT**

According to art. 7 of Legislative Decree 196/2003, interested parties have the right to: a) obtain confirmation as to whether or not personal data concerning him/her exist, even though not recorded yet, and communication of such data in intelligible form; b) be informed of the source of the personal data; the purposes and methods of the processing; the logic applied to the processing carried out by electronic means; the identification data concerning data controller, data processors and the representative designated; c) obtain the update, rectification or integration of the data; deletion, anonymization or blocking of data that have been processed unlawfully; statement that these operations have been notified to the entities to whom or which the data were communicated or disseminated; d) object, for legitimate reasons, to the processing of personal data.

You may exercise these rights at any time, by contacting the external data processor and/or the Data Controller.

#### **5. IDENTIFICATION OF DATA CONTROLLER AND EXTERNAL DATA PROCESSOR**

The Data Controller is the Ministry of Economic Development – Directorate-General for electronic communication broadcasting and postal services, located in Rome, Viale America no. 201; the external data processor is the Fondazione Ugo Bordoni, represented by the President and pro tempore legal representative, located in Rome, Viale del Policlinico no. 147.

Place \_\_\_\_\_ Date \_\_\_\_\_

Stamp and Signature \_\_\_\_\_

**The original of this document, written in Italian, is the only official version. Any translations are provided solely for the convenience of the user / operator and have no legal significance**