

## **CONTACT US FORM - QUESTIONS AND REQUESTS PRIVACY POLICY**

Pursuant to current privacy legislation (of European Regulation 2016/679 "GDPR" and Legislative Decree No. 196/03 and subsequent amendments and additions), the following policy is provided.

### **1. DATA CONTROLLER**

ADR Ingegneria S.p.A. with registered office in Piazza Almerico da Schio 1, 00054 - Fiumicino (Rome).

### **2. TYPES OF DATA PROCESSED**

The data processed by ADR Ingegneria S.p.A. includes personal information such as first name, last name and e-mail address. As well as all such personal information that the user voluntarily indicates when filling out the information request.

### **3. PROCESSING METHODS**

Data are processed in compliance with current regulations by means of manual, IT and telematic tools, with logic strictly related to the above-mentioned purpose, so as to ensure the security and confidentiality of the data.

### **4. PURPOSE AND LEGAL BASIS FOR PROCESSING**

ADR Ingegneria S.p.A. will process your personal data, voluntarily provided by you, for the sole purpose of answering to the questions and requests received (article 6, letter b) GDPR). The provision of data is necessary for the pursuit of the above purpose, in case of your refusal to process the data, it will not be possible to answer to your requests.

### **5. DATA RETENTION PERIODS**

Your personal data will be kept only for as long as necessary for the purposes for which they are collected in accordance with the principle of minimization pursuant to article 5.1, letter c) GDPR; in particular, the data will be processed for a period of 5 years from the request.

### **6. DATA RECIPIENTS**

Within ADR Ingegneria S.p.A., only those individuals entrusted with the processing by the Controller and authorized to carry out the processing operations to respond to the purposes set out in point 4 may become aware of the data you have provided.

In addition, your data may be processed by the authorized officers of ADR Group companies only, from whom ADR Ingegneria personnel may request information in order to give you exhaustive feedback. The data may be communicated to the competent Public Authorities in compliance with legal obligations.

In any case, your personal data will not be disseminated.

### **7. DATA TRANSFER OUTSIDE THE EU**

Data will not be disseminated and/or communicated to third parties located outside the European Economic Area.

## **8. RIGHTS OF THE DATA SUBJECTS**

Finally, we inform you that Articles 15-22 GDPR give data subjects the possibility to exercise specific rights; the data subject may obtain from the Data Controller: access, rectification, erasure, and restriction of processing.

The data subject also has the right to object to the processing. In the event that the right to object is exercised, the Data Controller reserves the right not to comply with the request, and thus to continue the processing, if there are compelling legitimate reasons to proceed with the processing that override the interests, rights and freedoms of the data subject.

The above rights may be exercised by contacting the Data Protection Officer (DPO) at [dpo@adr.it](mailto:dpo@adr.it). The contact details of the Data Protection Officer can be found at <https://www.adr.it/web/aeroporti-di-roma-en/>. This is without prejudice to the data subject's right to file a complaint with the Data Protection Authority pursuant to Article 77 GDPR.