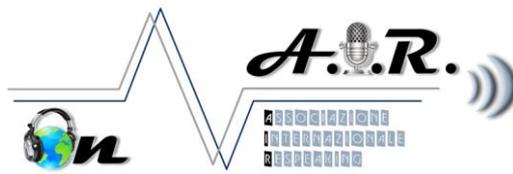


**APPOINTMENT OF THE  
DATA PROCESSOR AND  
GUIDELINES ON THE  
ADOPTION OF MINIMUM  
SAFETY MEASURES**

2012





## **APPOINTMENT OF THE DATA PROCESSOR AND GUIDELINES ON THE ADOPTION OF MINIMUM SAFETY MEASURES**

The undersigned Francesca MARCHIONNE, born in Cagliari on March 25, 1986, domiciled in via G. Amendola 27, Ussana (CA), Italy, tax ID number MRCFNC86C65B354I, Legal Representative of the Association onA.I.R, declares she has completed by today the program of adoption of the minimum safety measures established by the Legislative Decree 196/2003, articles 33 to 36 and Attachment B. Whereas the Association, i.e. the DATA CONTROLLER of the processing of personal data, according to the Legislative Decree 196/2003, art. 4, par. 1, letter f) on the protection of personal data:

a) processes:

- common data;

uses:

- digital archives for internal use;

- mailing lists

the Secretary of the Association onA.I.R.

**IS APPOINTED**

as DATA PROCESSOR, pursuant and in accordance with art. 29 of the Legislative Decree 196/2003, with the following clarifications in order to ensure the correct processing and integrity of the data:

- after having received the information document about the use of personal data, the member authorizes their processing for the purpose of achieving the statutory goals;

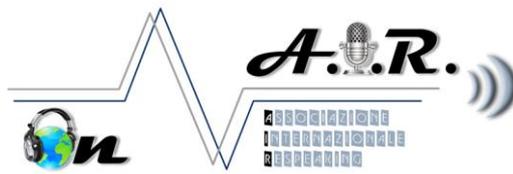
- the data of the member, which are transmitted via relevant digital or paper form, are inputted into the digital member database and into the email account of the Association;

- original documents or copies thereof which have been given to the Data Processor are stored in paper archives (containers/folders) which are kept under surveillance by the Data Processor in a place which is not accessible to the public;

- only in case of request or cancellation of the membership are the member's documents handed back to the member or a delegate;

- data are updated upon the member's request or following the Association's needs;

- the data are inputted into the digital database by the Data Processor or the other persons in charge, who have a personal ID code and a password;



- the supports containing the members' data are kept in a place not accessible to the public and, in case they are re-used, are formatted to prevent access to the previous data;
- for the use of the Internet the computer is equipped with an updated antivirus software for which the Data Controller is responsible;
- the data kept and processed by the Association can be accessed by the Legal Representative and the persons whom she encharges with the data processing by means of written authorisation and who have a personal ID code and password;

The minimum safety measures established by the prior Presidential Decree 318/88 are updated with the provisions of the articles 33 to 36 and of Attachment B of the Legislative Decree 196/2003, so that:

- authentication credentials are made up of at least eight characters, are modified at least every six months and it is strictly forbidden to communicate their content to other people;
- in case of extended absence or impediment of the persons in charge, which makes it essential and undelayable to intervene only for operational needs of the system, the authentication credentials of each person in charge will be used by the Legal Representative and kept by the Data Processor;
- authentication credentials shall be disabled in case they are not likely to be used for a period of six months or in case the persons in charge no longer have the characteristics enabling them to access personal data;
- the personal computers containing personal data are equipped with constantly updated anti-intrusion software protecting them against external elements as well as anti-virus software;
- the personal data are saved by a backup software at least on a weekly basis;
- each personal computer containing personal data shall be shut down when not under direct surveillance of the relevant user, even if just for a short time.

Ussana, March 12, 2012

The Legal Representative

Francesca Marchionne



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