



Information on the processing of personal data of the clients of ELEXI Law Firm under art. 13 EU Regulation 2016/679 General Regulation on the Protection of personal Data (GDPR)

Dear Client,

According to article 13 of the EU GDPR 2016/679 we provide you with the following information related to the processing of personal data disclosed within the legal counselling and representation services provided by ELEXI Law Firm.

Preliminarily, we deem important to clarify the GDPR scope of application and, consequently, the present information.

- The GDPR applies exclusively to data falling within the “personal data” category as set out in the GDPR, that is “any information relating to an identified or identifiable natural person”, including also **single undertakings** and **liberal professionals** as “natural persons” (**Data Subject**).
- Therefore, **data exclusively referring to companies**, entities with legal personality or public authorities, **do not fall within the “personal data” category**.

The processing of Your data will be, in any case, carried out in line with the principles of **fairness, lawfulness, minimisation and transparency** and with the principle of **protection of Data Subject’s confidentiality and rights**, in compliance with the GDPR provisions, the applicable national legislation and the Italian Data Protection Authority’s instructions.

The GDPR full text can be downloaded on the following [link](#)



1. Data Controller

The Data Controller, as defined under art. 4 paragraph 7) GDPR is:

ELEXI Studio Legale
C.so Galileo Ferraris, 71
10128 - Torino (TO)
E-mail: dataprotection@elexi.it



2. Purposes of the processing

The Data Controller processes or may process Your personal data for the following purposes:



- a. **legal counselling and legal representation**, both in judicial proceedings and out-of-court procedures;
- b. **provide with the estimate for the performances under point (a.) above** where required;
- c. **ensure the protection of the Data Subject's rights and interests within legal proceedings;**
- d. **carry out legal obligations** directly or indirectly stemming from the task assigned to the Data Controller, such as, for instance, the issuance and storage of tax and fiscal documents, the management of the compulsory requirements on anti-money laundering, etc.
- e. **keep the Data Subject informed** with regard to the legislative and regulatory developments or the recent case-law which may have an impact on the Data Subject's rights and activities.

Should the Data Controller want to further process personal data for a purpose other than those above, the Data controller shall provide the Data Subject, prior to that further processing, with information regarding such different purpose and any other relevant information.



3. Legal basis for the processing:

The legal bases for the processing of personal data carried out by the Controller are:

- **The processing is necessary for the performance of a contract** to which the Data Subject is party (e.g.: providing the legal counselling and representation that requested to the Data Controller) **or for the performance of pre-contractual obligations** (e.g.: making estimates) (Art. 6,1, b) GDPR) **or**
- **The processing is necessary in order to comply with a legal obligation** to which the controller is subject (e.g.: the performance of tax and fiscal obligations such as the issuance of invoices, the management of the anti-money laundering files, etc.); (Art. 6, 1, c) GDPR) **or**
- **The processing is necessary in order to protect Data Subject's rights and it expresses a Data Controller's legitimate interest** (e.g.: sending information in order to keep the Data Subject informed with regard to the legislative and regulatory developments or the recent case-law which may have an impact on the Data Subject's rights and activities, etc.). At any time, the Data Subject may oppose to the processing of his/her own personal data for such purposes, filing his/her own objection to the e-mail address dataprotection@elexi.it (Recital 47, art. 6, 1, f) GDPR).



4. Personal data Recipients

In order to achieve the purposes set out in point 2 of the present information, the

Data Controller discloses or may disclose Your personal data to the following recipients or recipient categories.

- Lawyers, trainees, assistants and Data Controller's employees.
- Individuals to whom the Data Controller assigns the task to process the dossiers before tribunals, bailiffs, etc. (e.g. file dossiers, ask for copies of documents, requests for notifications, etc.)
- Public entity and authorities to whom the Data Controller has to or may have to disclose Your data (e.g.: Revenue Agency, Records Offices, etc.)
- Professional associations of which the Data Controller is a member, where the disclosure of the Data Subject's personal data is necessary in order to protect the Data Controller's rights (e.g.: for the liquidation of fees in the case of the Data Subject's failure to pay to the Data Controller).
- The Data Controller's suppliers of transport and logistics services (e.g.: the shipment of packages, registered letters, processing of customs dossiers, etc.)
- The Data Controller's suppliers of services of payment and collection of invoices (e.g.: banks, etc.).
- The Data Controller's suppliers of tax and fiscal services (e.g.: accountants, mailing and invoice copying systems, auditors, consultants, etc.).
- The Data Controller's suppliers of services of maintenance and technical assistance related to the computer apparatus (Data Controller's PC, laptops and smartphones, server, etc.) and to software (management system) used by the Controller or that has to be used by him/her for the correct management of the judicial dossiers (national system for the Computerised Civil Procedures, systems for the digital signature and for certified e-mails, etc.).
- Other categories of individuals to whom the Data Controller has to disclose Your personal data in order to perform the contracts between the Controller and Your Company or in order to comply with legal obligations or with the competent authorities' request.



5. Transfer to third Countries

The Data Controller shall not transfer data to third Countries.



6. Duration of the processing

Your personal data will be kept for the duration strictly necessary for the achievement of the specific purposes of the processing set out in point 2 of the present information and, specifically:

- For the purposes under point 2 let. a), b) and c) of the present information, Your personal data will be processed for the **period necessary for the performance of the Data Controller's pre-contractual and contractual obligations** in light of the supply of the legal counselling and representation services foreseen in the appointment You gave to the Controller and, in any case, **not beyond the term provided by the Italian law for the limitation of rights** (by way of contractual, extra-contractual or professional liability) connected to the appointment above; furthermore, in order to achieve the specific purpose under point c), Your data will be processed as long as the obligation to protect Your data and interests lies with the Controller, according to the appointment You conferred to him/her or according to the law or regulatory/deontological provisions applicable to the Controller.
- For the purposes under point 2 let. d) of the present information, Your data will be moreover processed for the **duration necessary for the compliance with legal or regulatory obligations** (e.g.: the obligation to keep the data and the taxation documents, legal practitioners' obligation to store documents, etc.). in compliance with the provisions of the norms and the regulations applicable from time to time to such Data Controller's obligations;
- For the purposed set under point 2 let. e) of the present information, Your data will be, moreover, processed in so far as the Data Controller keeps a legitimate interest to inform Data Subjects about legal and regulatory developments or about the recent case-law, which may have an impact on Data Subject's rights and activities or in so far as the Data Subjects object to the processing of their own data for such purpose, file their objection to the e-mail address dataprotection@elexi.it



7. Data Subject's rights

At any time, You have the right:

- to ask the Data Controller to have **access** to your own personal data (that is, to know if the Controller is processing such data), to obtain the **rectification** or the **deletion** of the same, **to limit the purposes** for which such data are processed or **to object** to their processing, besides the right to obtain the **portability** of the same data. In order to exert such rights, please contact the Controller at the following e-mail address: dataprotection@elexi.it;
- **to lodge a complaint** to a supervisory authority, namely to the Italian Data



Protection Authority (<http://www.garanteprivacy.it/>).



8. Voluntary or mandatory character of the data conferral

With regard to the processing of Your data in order to fulfil the pre-contractual or contractual obligations as well as to comply with the Data Controller's legal obligations, the data conferral **IS MANDATORY** and the eventual refusal to provide with such data may entail the partial or non-execution of the professional assignments conferred to the Controller, being such data essential for the complete and correct performance of the same assignment and/or in order to comply with the Controller's legal obligations.

With regard to the processing of Your personal data in order to exercise a Controller's legitimate interest (e.g.: keeping You informed on legal and regulatory developments or on the recent case-law), **YOUR CONSENT IS NOT NECESSARY**, since a Controller's legitimate interest is pursued. You may, however, **object** at any time to the processing of your data for such purpose, communicating your objection to the e-mail address: dataprotection@elexi.it



9. Processing methods

Your personal data **shall not be used** within automated decisional processes.

Your personal data shall be stored in paper and/or digital archives, duly protected and located at the Data Controller's premises.