

## INFORMATION NOTICE ON LOST ITEMS AND TAGLESS LUGGAGE SERVICE

### Article 13, Regulation (EU) 2016/679 ("GDPR")

By means of this information notice the Data Controller, as defined below, wish to inform You on the purposes and methods of the processing of Your personal data and on the rights that Regulation (UE) 2016/679 entrust You.

#### 1. DATA CONTROLLER

**ADR S.p.A.**, with registered office in Via Pier Paolo Racchetti 1, 00054 Fiumicino (RM), in person of its legal representative *pro tempore*, is the Data Controller of your personal data ("**Data Controller**" or "**ADR**").

The Data Controller has appointed a Data Protection Officer ("**DPO**"). You can find the contact details under art. 8.

#### 2. CATEGORIES OF PERSONAL DATA

ADR process Your personal data defined under the GDPR as: "*any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person*" ("**Data**").

In particular ADR shall collect and process – *inter alia* – the following Data:

- first name, surname, date and place of birth;
- address, telephone number and e-mail;
- ID details;
- any other relevant information to assess Your request.

Your Data are processed in accordance with the rules of the computer, telematics, manual tools with logics closely related to the purpose, in order to ensure the security and confidentiality of the Data.

#### 3. INFORMATION REGARDING THE PROCESSING ACTIVITIES AND THE LEGAL BASIS FOR THE PROCESSING

##### **Aeroporti di Roma S.p.A.**

Via Pier Paolo Racchetti, 1  
00054 Fiumicino (Roma)  
Cap. Soc. Euro 62.224.743,00 int. vers.  
Cod. Fisc. e num d'iscr. del Registro  
delle Imprese di Roma 13032990155

Repertorio Notizie Economiche  
ed Amministrative di Roma n° 971268  
Partita IVA - 06572251004  
\*Società soggetta a direzione  
e coordinamento di Atlantia S.p.A.\*

tel. 06-65951  
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www.adr.it  
aeroportidiromaspa@pec.adr.it  
aeroportidiroma@adr.it

Aeroporto G.B. Pastine  
Via Appia Nuova, 1651  
00043 Ciampino (Roma)  
tel. 06-65951



The Data are processed for the management of the lost items and tagless luggage service provided to customers by ADR and for carrying out closely related and instrumental activities to the management of the service.

ADR will treat Data in order to comply with your request to use the service, therefore the legal basis for the processing is the execution of legal obligations.

The provision of the Data is voluntary but necessary for the provision of the service, any refusal of your will not allow ADR to provide you with the required service.

#### **4. SUBJECTS YOUR PERSONAL DATA MAY BE COMMUNICATED**

Only those in charge of the Controller's processing and authorized to carry out the processing operations on the above activities may know the Data.

In addition, your data may be processed by the authorised representatives of the ADR Group companies only for the purposes related to the request or other companies charged with maintaining the information systems of the Controller.

The data may be communicated to the relevant Public Authorities such as ENAC, Polaria, in accordance with legal obligations.

In any case, your personal data will not be the subject of further communication and dissemination.

#### **5. CROSS-BORDER PROCESSING**

Your Data will not be transferred to Extra-UE third country or international organization.

#### **6. APPLICABLE RETENTION PERIOD**

ADR will process Your Data for a period consistent with the purposes set out in paragraph 3 above, in accordance with the principle of minimisation. In particular, the collected data is kept for a period of 6 years.

#### **7. RIGHTS AS DATA SUBJECT**

For the duration of the period referred to in paragraph. 6 of this information, you, as data subject, may at any time exercise the following rights under articles. 15-22 GDPR: the right of access, rectification, erasure, portability, restriction on processing and right to object.

The above rights can be exercised by contacting ADR Data Protection Officer at the following address: [dpo@adr.it](mailto:dpo@adr.it).

The exercise of your rights as data subjects is free of charge in accordance with Article 12, GDPR.

If the Controller refuses to meet your request to exercise your rights , the reasons for the



refusal will be provided.

In this situation, you have the right to make a complaint directly to the Supervisory Authority under art. 77 GDPR.

## **8. DATA PROTECTION OFFICER CONTACT DETAILS**

Data Protection Officer contact data and forms to exercise your rights are available on the website [www.adr.it](http://www.adr.it):

Data Protection Officer (DPO) [dpo@adr.it](mailto:dpo@adr.it)

Via Pier Paolo Racchetti, 1 00054 Fiumicino (RM)

## **9. AMENDMENTS**

The Data Controller reserves the right to amend and update this information.