

PRIVACY POLICY

SUBJECTS EXTERNAL TO THE BANK

In accordance with Art. 13 and Art. 14 of Italian Law no. 171 of 21 December 2018 “Protection of natural persons with regard to the processing of personal data”

Preambles

Pursuant to and in compliance with current legislation on the protection of personal data and, in particular, in accordance with Art. 13 of Italian Law no. 171 of 21 December 2018 as amended, entitled “Protection of natural persons with regard to the processing of personal data” (hereinafter, in short, “**Law**”) and pursuant to Art. 13 of Regulation EU 2016/679 (hereinafter, in short, “**GDPR**”) the Central Bank of the Republic of San Marino, in its capacity as Data Controller (hereinafter, in short, “**CBSM**” or “**Controller**”), provides you with the following information with regard to the processing of your personal data acquired from you as a guest/visitor or, in general as a person temporarily present at the office, for visits, deliveries, maintenance interventions and for any further occasional or previously agreed event; these data will be processed, even using electronic tools, directly by CBSM and/or through third parties, for the purposes indicated below (hereinafter “**Personal Data**”).

Personal Data means 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 features of his/her physical, physiological, genetic, mental, economic, cultural or social identity. This privacy policy (hereinafter “**Policy**”) concerns the processing of Personal Data carried out by CBSM for the purposes described in Section 5 below.

SECTION 1 - IDENTITY AND CONTACT DETAILS OF THE CONTROLLER

In accordance with Article 2 of the Law, the Controller for the purposes indicated below is the Central Bank of the Republic of San Marino, with registered office and general management at Via Del Voltone no. 120, 47890 – San Marino (Republic of San Marino).

For further information, please contact the Controller at the email address privacy@bcsm.sm or send a written request to the Central Bank of the Republic of San Marino based in Via Del Voltone no. 120, 47890 – San Marino (RSM), or telephone +378 0549 882325 or fax number +378 0549 882328.

SECTION 2 - IDENTITY AND CONTACT DETAILS OF THE DATA PROTECTION OFFICER

The Controller has appointed a “Data Protection Officer” under Chapter IV of the Law (hereinafter referred to as “**DPO**” for short), Ms Valentina Rabitti and Mr Nathaniel Casadei. For all issues relating to the processing of your Personal Data and/or to exercise the rights envisaged by the Law itself, listed in Section 11 of this Policy, you can contact the DPO at the email address privacy.dpo@bcsm.sm, or send a written request to the DPO at Nova Poesis, Via Pomposa no. 43/l, 47924 – Rimini (IT).

SECTION 3 - IDENTITY AND CONTACT DETAILS OF THE REPRESENTATIVE IN THE EUROPEAN UNION

In accordance with Articles 3 and 27 of the GDPR, the Controller has appointed as Representative in the European Union Mr Alberto Paganini, a CBSM employee, who can be contacted at the email address privacy.rappresentanteue@bcsm.sm, on telephone number +378 0549 885310 or by sending a written request to the Central Bank of the Republic of San Marino based in Via del Voltone no. 120, 47890, San Marino (RSM).

SECTION 4 – TYPE AND SOURCE OF PERSONAL DATA PROCESSED

The Personal Data collected and processed by CBSM as Controller for the performance of the Services detailed in Section 5 below may include: personal details, residence and/or domicile, address and contact details, such as telephone number and email address, unique identification code (ISS code or equivalent). In carrying out some specific activities (for example, video surveillance at the entrances) some types of biometric data may be collected and processed.

Where the purpose is exclusively related to the protection of the health of the persons who have access to the CBSM premises, “Special categories of personal data” may be processed, namely those data revealing “*racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation*” which the law may require from time to time. Those data will be processed exclusively by specifically appointed staff.

The processing of any data listed above provided by you may only be carried out with your consent given in writing at the end of this Policy; if the processing is carried out pursuant to Art. 8, section 2, letters (g) and (i) of the Law (as for example in the case referred to in the previous paragraph), it will not require any acquisition of consent.

If CBSM becomes aware (through undue communication by an external guest or by other means) of data belonging to the above-mentioned “special categories”, on which it does not need to carry out any specific processing for its own purposes, it undertakes to simply retain them without any further processing, notwithstanding the data subject's rights provided for in Title III of the Law.

SECTION 5 – PURPOSES AND LEGAL BASES OF PROCESSING

Personal Data are spontaneously provided by data subjects to the reception staff and recorded on a paper form, after the identity of the data subject has been verified during:

- visits or interventions at the premises;
- interviews or work sessions at the premises;
- delivery or collection of goods, parcels, correspondence.

The above-mentioned Personal Data are processed for the following purposes:

- on-site access control;
- detection of stay on the premises;
- Identification of those present for the management of emergency situations.

and they will be processed based on the principles of fairness, lawfulness and transparency and protection of your confidentiality and your rights.

The legal basis for the processing of Personal Data for the purposes listed above is the legitimate interest of the Controller in verifying the identity of persons accessing its institutional premises, or the protection of social security and social protection on the basis of legal provisions that in detail provide for certain types of public interest controls. The data subject may refuse to provide the Controller with his/her Personal Data, as the provision of such data is optional: however, his/her refusal to do so will make it impossible to access the premises.

SECTION 6 - METHODS AND TYPES OF PROCESSING

The processing of personal data for the purposes illustrated above takes place with both automated - electronic or magnetic media - and non-automated - paper - methods, in respect of the rules of confidentiality and security laid down by the law, subsequent regulations and internal rules.

In any case, reception staff at the time of guest arrival must preserve the data previously collected, to ensure the non-visibility of the data by subsequent guests. To this end, the forms containing Personal Data are never left in the guest's disposal in such a way as not to allow him/her to view the entries recorded throughout the day, to guarantee the confidentiality of the information collected.

The processing of the same data already provided during the first access to the CBSM premises, which may occur during any subsequent visits, if performed within the time period referred to in Section 9, does not require a new submission of this Policy and a new acquisition of the consent (if necessary). However, the data subject is always entitled to request a further copy of this privacy policy in the event of a new access.

SECTION 7 - DISCLOSURE OF DATA

Without prejudice to communications made in compliance with legal obligations, all Personal Data collected and processed may be disclosed exclusively for the purposes specified above to:

- employees of the Data Controller specifically authorised (so-called "Processing Officers");
- external persons who collaborate with the Controller, designated as Data Processors or authorised to process as they operate under the authority of the Controller;
- within the strictly necessary limits, subjects who for the purpose of processing your requests, must provide services on behalf of the Controller;
- subjects entitled to access data by virtue of provisions of the law, regulations, and Community legislation.

In particular, based upon the roles and work duties carried out, workers are legitimated to process your Personal Data, within the limits of their responsibilities and in conformity with the instructions given to them by the Controller.

Any disclosure of the Personal Data to External Processors, professionals, consulting firms, etc. will occur through the stipulation of a specific contract of appointment defining the duties and responsibilities of the person external to CBSM, in order to ensure compliance with the principles of the Law and the legislation in force at the time.

We are available to provide, at any time, a list of the parties to whom we disclose the Personal Data and the limits on their use. This list can be found at CBSM offices.

SECTION 8 - TRANSFER OF DATA ABROAD

The Controller does not transfer the Personal Data to third countries or to international organisations.

SECTION 9 – DATA RETENTION TIMES

The Personal Data provided will be stored in our archives, starting from their receipt/update, for an appropriate period with respect to the processing purposes indicated above. Should the data subject request it, CBSM may provide him/her with more detailed information about the retention times of each Personal Data, which, in any case, may not exceed 9 months, extendable to 12 months should abnormal events occur or such as to justify retention for subsequent verification and/or investigation. After this period, the data will be deleted.

The Personal Data will be stored on paper and/or electronic media only for the time necessary for the purposes for which they were collected, in respect of the principles of restriction of storage and minimisation indicated in Article 4, paragraph 1, letters c) and e) of the Law. The Personal Data will be stored in order to

comply with regulatory obligations and to pursue the aforementioned purposes, in accordance with the principles of indispensability, lack of excess, and pertinence. CBSM may retain the Personal Data after termination of the contractual relationship to comply with regulatory and/or post-contractual obligations; thereafter, once the aforementioned reasons for processing are no longer in place, the Personal Data will be erased, destroyed or simply stored anonymously. Further information is available upon request from CBSM using the contact details indicated in Section 11.

SECTION 10 – EXISTENCE OF AN AUTOMATED DECISION-MAKING PROCESS, INCLUDING PROFILING

CBSM does not use any automated decision-making process on your Personal Data, including profiling indicated in Art. 22 of the Law.

SECTION 11 – RIGHTS OF THE DATA SUBJECT

The Data Subject may at any time exercise towards CBSM the rights provided for by the Law listed below, which are recognized by the regulations on the protection of Personal Data, by sending a specific request in writing to the Central Bank of the Republic of San Marino according to one of the following methods:

- registered letter addressed to Banca Centrale della Repubblica di San Marino, Via del Voltone no. 120 – 47890 San Marino (RSM);
- by sending an email to the address: privacy@bcm.sm; or
- by fax to no. + 378 0549/882328

By the same means, you may revoke at any time any consent you have expressed with this Policy.

1. Right of access

You may obtain from CBSM confirmation as to whether or not your Personal Data are being processed, and, where that is the case, access to the Personal Data and the information envisaged by Art. 15 of the Law, obtaining evidence, by way of example, of the purposes pursued by the Controller, the categories of data involved, the recipients to whom the same may be disclosed, the envisaged period for storage and the existence of automated decision-making processes.

2. Right of rectification

You may obtain from CBSM, without undue delay, the rectification of inaccurate Personal Data, as well as, taking into account the purposes of the processing, the integration of the same, if they are incomplete, by providing a supplementary statement.

3. Right to erasure

You may request from the Controller the deletion of your Personal Data if one of the reasons provided for in Art. 17 of the Law is in place, including, by way of example, if the Personal Data are no longer necessary in relation to the purposes for which they were collected or otherwise processed or if consent on which the processing of your Personal Data is based has been withdrawn by you and there is no other legal ground for the processing. It is understood that withdrawal of consent will not affect the lawfulness of the processing carried out up to that point. We inform you that CBSM may not erase your Personal Data: if their processing is necessary, for example, to comply with a legal obligation, for reasons of public interest, or for the establishment, exercise or defence of legal claims.

4. Right to restriction of processing

You may obtain the restriction of processing of your Personal Data if one of the circumstances provided for in Art. 18 of the Law applies, including, for example: your dispute as to the accuracy of your Personal Data being processed, or if your Personal Data are required for the establishment, exercise or defence of legal claims, even if CBSM no longer needs them for processing purposes.

5. Right to object

You may object at any time to the processing of your Personal Data if the processing is carried out for the performance of an activity in the public interest or to pursue a legitimate interest of the Controller (including profiling activity), within the limits indicated in Art. 21 of the Law. If you decide to exercise the right to object described herein, CBSM will refrain from processing your Personal Data any further, unless there are compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

6. Right to lodge a complaint with the Data Protection Authority

Without prejudice to your right to take action in any other administrative or jurisdictional venue, if you believe that the processing of your Personal Data by the Controller is occurring in violation of the Law and/or the applicable legislation, you may lodge a complaint with the Data Protection Authority.

CONSENT OF THE DATA SUBJECT TO THE PROCESSING OF PERSONAL DATA

Having seen and understood all of the above,

The undersigned _____,

born at _____ on _____

resident in _____,

at _____, n. _____,

tel n. _____,

hereby declares that he/she has received today the information notice pursuant to Articles 13 and 14 of Law No. 171 of December 21, 2018, as amended, for the processing of personal data and, having fully read the said notice, fully informed on the processing of personal data and in relation to what is indicated on the processing of data qualifying as "special categories of personal data", falling under the categories referred to in Article 8 of the Law, expresses his/her free consent, by ticking the box below, to the processing and communication of his/her personal data for all the purposes indicated in this information notice.

express consent

does NOT express consent

San Marino,

Legible signature _____