

Dear User,

In accordance with the Legislative Decree No. 196/2003 (Personal Data Protection Code)," Toscana Aeroporti S.p.A. wish to inform you that the processing of your personal data, will be based on principles of correctness, lawfulness, transparency and protection of your privacy and your rights.

Under Section 13 of the said regulations, we hereby provide you the following information:

#### **PURPOSE OF THE PROCESSING OF PERSONAL DATA**

Your personal data are processed in order to respond to requests for PPR (Parking Permission Request) and related services, to propose commercial offers after your explicit request, to manage all stages pre-contractual and contractual of the aforesaid services including administrative and accounting management and payments and to comply with explicit national and international statutory requirements including the application of rules and procedures laid down in the Airport Rules of the Pisa airport.

#### **DATA CONTROLLER AND METHOD OF DATA PROCESSING**

Toscana Aeroporti S.p.A., c/o via del Termine 11 - Firenze as data controller, collects and processes your personal data, you provide with the forms attached, for the specific services that you may require using forms, automated and telematics and strictly related to the purposes stated above. The data controller has appointed the data processors (whom you can ask the updated list to the above address). The data controller and the data processors may provide your data to respond to any requests by legal authorities or other public institutions entitled to request such information.

The data you provide will be kept only for the time required for execution of requests made, subject to your request for cancellation or modification of data, as required in Section 7 of Legislative Decree 196/2003. Your data or some of these may still be retained to comply with specific legal obligations.

#### **CONSEQUENCES OF MISSING DATA AND NOT-AGREE TO THE PROCESSING**

The providing of your personal data is always optional, however, in the absence of data marked with an \* in the attached fax form and in any subsequent documents of data collection, the service or part thereof cannot be supplied and you could not receive the required services.

#### **RIGHTS OF THE DATA SUBJECT**

You can always exercise your rights under [Section 7 of D. LGS. No 196 /03](#), including the right of free access to your data, the immediately updated or canceled of it for violating the law, to object to the processing of your data for purposes of commercial information or advertising, and to request the complete and updated list of all the data processors.

#### **WHO CAN BE AWARE OF YOUR DATA**

Your personal data you sent to Toscana Aeroporti S.p.A., will be processed by persons in charge of the processing in the management of the required services and by data processors. This privacy statement can be supplemented with additional information depending on the requested service.

#### **SUBJECT TO WHOM YOUR PERSONAL DATA MAY BE DISCLOSED**

Your personal data will be disclosed to third parties to comply with explicit legal obligations national and international, or to comply with orders from public authorities or to pursue a legal claim. They are also communicated to external companies exclusively for the purposes for which they were collected.

From:  
Company:  
Phone:

*The information contained in this communication and its attachments may be confidential and are, however, exclusively intended for people or companies above. Dissemination, distribution or copying of the document submitted by anyone other than the addressee is prohibited, under Section 616 of the Criminal Code and according to the Legislative Decree No. 196/2003.  
If you have received this message in error, please destroy it and inform us immediately by phone at +39 (0) 50 849 650*

<b>Handler required*</b>		<b>Toscana Aeroporti</b> <input type="checkbox"/>	<b>Delta Aerotaxi</b> <input type="checkbox"/>	<b>Argos VPH</b> <input type="checkbox"/>	<b>Corporate Air Service</b> <input type="checkbox"/>
<b>Date*:</b>					
<b>A/C reg.*</b>			<b>A/C type*</b>		
<b>MTOW*</b>					
<b>A/C Configuration (Max Seats O/B)*</b>					
<b>A/C Length *(mt)</b>			<b>A/C Wing Span*(mt)</b>		
<b>Flight type*</b>	<b>Private</b> <input type="checkbox"/>	<b>Aerial Works</b>	<b>School</b> <input type="checkbox"/>	<b>Taxi</b> <input type="checkbox"/>	<b>Ambulance</b> <input type="checkbox"/>
<b>Other</b> <input type="checkbox"/> _____					
<b>Arrival date*</b>					
<b>Arrival time* (UTC)</b>					
<b>Coming from* (cod.ICAO o IATA)</b>					
<b>No. pax arrival*</b>					
No. flight arrival					
Special loads Inbound					
<b>Departure date*</b>					
<b>Departure time*(UTC)</b>					
<b>Destination* (cod.ICAO o IATA)</b>					
<b>No. pax departure*</b>					
No. flight departure					
Special loads Outbound					

<b>Company name*:</b>	
<b>address*</b>	
<b>phone*</b>	<b>FAX*</b>
<b>e-mail*</b>	<b>SITA</b>
<b>VAT number* (or fiscal code)</b>	
<b>credit card type*</b>	<b>No. *</b>
<b>name* (as it appears on credit card)</b>	<b>expiry date*</b>

Fields marked with \* are mandatory

We declare to have read and understood the privacy statement received in the attached document and to accept its terms without reservation. We therefore authorize Toscana Aeroporti S.p.A. to the above data processing for the purposes indicated.

Date \_\_\_\_\_

Sign \_\_\_\_\_

We declare to have read and to accept without reservation, all the rules and procedures specified in the **Airport Rules of the Pisa Airport\*\***, including the application of the penalties provided in section 1, paragraph d.

Date \_\_\_\_\_

Sign \_\_\_\_\_

\*\*See rules and regulations referred to Law 265/04 and the Legislative Decree No. 96/05 e 151/06- reform in the aeronautics code of navigation.

From:  
Phone:  
Company name:

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To whom it may concern,

We communicate the following data in order to complete data PPR assigned n. \_\_\_\_\_

List of data:

**security number CCV/CVV \_\_\_\_\_, on the back of your credit card**

We declare to accept without reservation the use of this data for the application of any penalties provided in section **1**, paragraph **d** of the **Airport rules of the Pisa Airport**.

Date \_\_\_\_\_

Sign \_\_\_\_\_

To : fax: e-mail:
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**Request handling services**

Reference PPR authorization No. \_\_\_\_\_

 If the Handling service is required to **Toscana Aeroporti** then send fax to: 050 916047 or e-mail to: genav@pisa-airport.com

 If the Handling service is required to **Delta Aerotaxi** then send fax to: 050 23698 or e-mail to: handling\_pisa@deltafr.it

 If the Handling service is required to **Argos VPH** then send fax to: 06 79494588 or e-mail to: ops@argosvph.com

 If the Handling service is required to **Corporate Air Service** then send fax to: 050 23698 or e-mail to: pisa@corporateairservice.it

**Main services required:**

fuel	YES <input type="checkbox"/>	NO <input type="checkbox"/>	oil company	Jet Fuel <input type="checkbox"/>	Q8 <input type="checkbox"/>
fuel card available					
drinking water					
toilette service					
GPU					
Transfer					
Hotel					
Catering					
Presence of food waste and/or food derivative waste (for flights arriving from NON EU countries)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please indicate if disposal on arrival is required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Other:</b>					