

NOTICE TO USERS

Dear User,

Pursuant to the Digital Administration Code, to the Technical Regulations under Prime Minister's Order of 22.2.2013 and to the Provisions of the Privacy Authority, our Organisation/Professional Office/Public Administration Body has adopted GOSIGN, an Advanced Graphometric Electronic Signature solution developed by InfoCert.

The Service is subject to your signing a **declaration of acceptance** of its Terms and Conditions. Such acceptance can be revoked by you at any time. (Our Organisation/Professional Office provides alternative subscription systems, which do not involve the use of biometric data).

The Service ensures your identification and provides you with a unique connection to the signature and the signed document, as well as with exclusive control of the signature generation system, including biometric data captured by the tablet (speed, inclination angle, pressure and dynamic data), and an easy-to-read format of the documents to be signed, enabling you to obtain evidence of the signature and to verify that the signed document has not been altered after signing.

In particular, the association between the signature and the signatory is ensured by capturing **biometric data** which is encrypted into the document (no data is stored on the device or centrally) by means of special encryption keys (a public one for encryption and a private one for decryption) stored by a **trusted third-party**. This ensures that biometric data cannot be accessed autonomously by any of the parties involved.

Biometric data is stored in encrypted form in the signed documents, for the purposes and periods of time set out in applicable legislative provisions on the storage of electronically signed documents, without prejudice to its further storage required for the exercise of legal claims.

Furthermore, the devices are uniquely configured for the signing process, meaning that no new installations or configuration changes are possible.

In general, all management systems used are certified and compliant with the security policies established by applicable regulations.

The association between the signature and the document and its inalterability are ensured by affixing an **automatic digital signature** at the end of the process.

The entire GOSIGN solution includes full insurance coverage for civil liabilities, issued by a leading insurance company and covering any damage resulting from the use of the graphometric Advanced Electronic Signature (AES) service.

The Online Guide, this Notice and the declaration of acceptance (or revocation), as well as the description of the Service, can at all times be found on the www.firma.infocert.it website.

Our Organisation/Professional Office will make available to you all the documents signed by you and will store all the documentation generated and collected during the signing process in a compliant storage system and for the period of time required by applicable laws.

Pursuant to Articles 9 and 13 of the **GDPR** (EU) 679/2016 and to Legislative Decree No. 196/2003 on the Privacy Code, in its capacity as **Controller** our Organisation/Professional Office provides the following information regarding the method and duration of personal data processing.

1. Purpose of processing.

Personal data collected, including biometric data, will be acquired by our Organisation/Professional Office as Controller for the sole purposes of providing the graphometric AES service and in compliance with the safety measures required by applicable laws.

The biometric authentication procedure and the related processing of personal data collected, including biometric data, involves the following steps:

- The signatory is identified and their signature is affixed on the biometric tablet;



- Biometric data is captured in encrypted form and only within the document to be signed.

2. Processing method.

The encrypted biometric parameters included in the documents will not be recorded anywhere else. Data is collected by the Holder in accordance with current legislation, with particular regard to the minimum security measures required by it and, in any case, in such a way as to ensure the security and confidentiality of data.

Encrypted biometric data will only become accessible where required following a dispute on the authenticity of the signature or an order issued by a law enforcement and/or judicial authority.

3. Categories of parties to which encrypted biometric personal data may be transferred.

Besides public authorities, the following parties may receive your personal data when required by law:

- the Trusted third-party, an entity outside the Organisation/Professional Office, which will keep the certificate private key;
- personnel from the Organisation/Professional Office;
- InfoCert S.p.A., as developer of the graphometric AES solution GoSign.

These parties will process your personal data as Service Managers or representatives appointed by the Organisation/Professional Office.

4. User rights.

Please note that you may at any time request the erasure of your data and oppose its processing by submitting the Revocation of Consent to the Processing of Graphometric Signature Data form, attached to this Notice. The revocation of consent will result in the service being cancelled.

Please submit by email all queries regarding purposes, methods and duration of data processing or access rights to our Organisation/Professional Office.



DECLARATION OF ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE AES GRAPHOMETRIC SERVICE

I, the undersigned,

Surname _____ Name _____

Date of Birth ____/____/____ Italian Tax Code _____

Certified e-mail or e-mail address

Hereby request to use the Advanced Electronic Signature Service in graphometric mode (hereinafter also “the Service”) provided by your Organisation/Professional Studio (hereinafter “Service Provider”) and declare the following:

- That I have been fully informed of the methods of collection, processing and encrypted storage of the biometric parameters of the signature and that I have provided accurate and truthful information for the purposes of identification
- That I have been informed of the terms and conditions relating to the use of the Service and that I have understood their meaning in full
- That I hereby authorise the Service Provider to acquire my signature-related data, such as pressure, direction variations, speed and acceleration created when affixing my signature (the so-called signature biometric parameters), which will be encrypted and stored in the signed electronic document
- That I hereby authorise the Service Provider to submit a copy of this document and of any documents signed with an Advanced Electronic Signature in graphometric mode, as well as any other documentation relating to this service, to the email address provided.

Date

Signature

