

**REQUEST FOR:
REFUND FOR TRAVEL CANCELLATION DUE TO CORONA VIRUS
(VALID FOR ANY TRIP PURCHASED UNTIL THE 23RD OF FEBRUARY 2020 INCLUDED)**

HOW TO FILL OUT THE FORM

Dear Customer,

In order to help you, we have prepared a special procedure for an extraordinary refund if you decide not to travel due to Corona virus. The request can be submitted to the ticket office or by sending this form and the original ticket by post to the arrival station Regional Office; for destinations in the Lombardy region only, the request must be sent with reference to the departure station.

INFORMATION PURSUANT TO ART. 13 of European Regulation 679/2016

REFUNDS MANAGEMENT

Personal Data Protection Policy

(pursuant to Article 13 of EU Regulation no. 679/2016)

Before acquiring your personal data for the overall management of the refund, Trenitalia S.p.A. invites you to carefully read the personal data protection policy.

I. Data Controller and Data Protection Officer

This section provides details on our references

Data Controller: Trenitalia S.p.A. represented by the pro-tempore CEO, who can be contacted at titolaretrattamento@trenitalia.it, with registered office in Piazza della Croce Rossa, 1 - Rome.

Data Protection Officer: Data Protection Officer (DPO) contact details: protezionedati@trenitalia.it.

II. Types of personal data

This section outlines the types of data requested from you

Data acquired directly from the data subject:

name, surname, e-mail address, home address, telephone contacts, bank details, **serial number and TI for Smart Card holders**

Your data will be processed using electronic and hard copy media in order to guarantee suitable measures of security and privacy.

III. Purpose of Data Processing

This section covers the scope of the processing carried out on your data

- Management of the reimbursement procedure; Nature of the provision (Obligatory); Legal basis (Contractual)
- Improvement in managing the reimbursement in case of communication difficulties and/or to ensure faster response times; Nature of the contribution (Optional); Legal basis (Consent)

The provision of data necessary for the purposes referred to in point a), is of an "obligatory" nature and any refusal may render it impossible for Trenitalia S.p.A. to manage the refund request.

The provision of the data necessary for the purposes referred to in point b) is of an "optional" nature, hence failure to provide such will merely make it impossible to improve the management of the reimbursement request in case of communication difficulties and/or to ensure faster response times.

The consent given may be freely revoked at any time, without prejudice to the lawfulness of the processing effectuated prior to the revocation. The withdrawal of consent may be communicated by contacting the competent regional Data Manager (see email address below) or the Data Protection Officer via the email address: protezionedati@trenitalia.it.

IV. The data recipients

This section outlines who will process your data and to whom it will be communicated

For the pursuit of the aforementioned purposes, the personal data will be processed by the following subjects:

Subjects related to Trenitalia S.p.A.:

Persons authorised for processing (employees of Trenitalia S.p.A.)

- Other FS Group companies
- Computer Service Companies

Subjects not directly connected to Trenitalia S.p.A.:

- Third-party companies, whereby necessary due to the nature of the event subject to the request for reimbursement.
- Judicial or Public Security Authorities

Your data will be processed only by persons expressly authorised by Trenitalia S.p.A. or by companies acting as Data Processors on behalf of Trenitalia S.p.A. who have signed a special contract that specifically regulates the processing entrusted to such parties and the obligations regarding the protection of the data, which will never be disseminated.

The updated list of data recipients is available upon contacting the competent regional Data Manager (see email to be inserted) or the Data Protection Officer via the email address: protezionedati@trenitalia.it.

V. Data retention

This section covers the amount of time your data will be stored

The personal data you provided to us will be retained for:

Purposes for which its provision is compulsory: 10 years from the closure of the refund case

Purposes for which its provision is optional: 24 months from the acquisition of the data

This is without prejudice to additional retention for the following purposes: archiving in the public interest, scientific or historical research, statistical purposes or technical reasons (such as business continuity).

VI. Rights of the Data Subjects

This section provides details on your guaranteed rights

EU Regulation 2016/679 (Articles 15 to 23) grants the Data Subjects the exercise of specific rights. In particular, in relation to personal data processing, the data subjects have the right to ask Trenitalia S.p.A. for access, correction, rectification, erasure, limitation, opposition and portability. In addition, they may lodge a claim with the Supervisory Authority, which in Italy is the Data Protection Authority.

You can ask to exercise your rights at any time by contacting the competent regional Data Manager (see email address to be inserted) or the Data Protection Officer via the email address: protezionedati@trenitalia.it.

CONSENT TO PERSONAL DATA PROCESSING

Consent

For the processing mentioned in point (b, Par. III — “Purpose of Data Processing”):

I consent to the use of my telephone number for the better management of the refund upon communication difficulties and/or to speed up response times.

I consent

I do not consent

Date

		/			/		
d	d		m	m		a	a

Customer
signature _____

TYPE OF REQUEST
select only one option for Refund

Indicate the reason:

a Travel cancellation due to Corona virus

Purchase channel:

a Station ticket office
 b Self Service
 c Website
 d Welfare Mobility
 e Travel agency

f Point of Sale (e.g. bar, tobacco shop)
 d Call Centre
 h Mobile
 i Other

Refund/Compensation method:


a Cash
 b Bank transfer
 c Voucher
 d Cheque

e Receipt for cash

I would like to collect my refund at the ticket office in

JOURNEY DETAILS

TICKET no.	<input type="text"/>	Train	<input type="text"/>	Journey date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					d d	m m	a a		
TICKET no.	<input type="text"/>	Train	<input type="text"/>	Journey date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					d d	m m	a a		
Serial number and TI for Smart Card holders	<input type="text"/>	Train	<input type="text"/>	Journey date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
					d d		m m		a a



PERSONAL AND BANK DETAILS

Surname*	<input type="text"/>	Name*	<input type="text"/>
Address*	<input type="text"/>	no.*	<input type="text"/>
City*	<input type="text"/>	Post code*	<input type="text"/>
Country*	<input type="text"/>	Province*	<input type="text"/>
Tel.	<input type="text"/>		
email*	<input type="text"/>		

(only if you chose to receive payment by bank transfer)

IBAN*

(only for residents abroad) *

BIC/Swift/ABA*

ADDRESS LIST FOR REFUND REQUEST DELIVERY	
Abruzzo	Via E. Ferrari, snc, 65124, Pescara
Alto Adige	Via Garibaldi, 3, 39100, Bolzano/Bozen
Basilicata	V.le Marconi, Stazione Potenza Inferiore, 85100, Potenza
Calabria	Via Mercalli, 48, 89129, Reggio Calabria
Campania	Corso Novara, 10, 80143, Naples
For Trenitalia Tper	Via del Lazzaretto, 16, 40131, Bologna
Friuli-Venezia Giulia	P.za Vittorio Veneto, 3, 34132 Trieste
Lazio	Via Giolitti, 60, 00185, Rome
Liguria	Via del Lagaccio, 3, 16134, Genoa
Marche	Via Einaudi, 1, 60125, Ancona
Molise	Via Novelli, 2, 86100, Campobasso
Piedmont	Via Nizza, 8 bis, 10125, Turin
Puglia	Via Giulio Petroni, 10/b, 70124, Bari
Sardinia	Viale La Playa 17, 09123, Cagliari
Sicily	Via Oreto Nuova - Fondo Alfano s.n.c., 90123, Palermo
Tuscany	Viale Spartaco Lavagnini, 58, 50129, Florence
Umbria	P.za Vittorio Veneto, Stazione FS, 06124, Perugia
Aosta Valley	P.za Manzetti, 1, 11100, Aosta
Veneto	Via Decorati al valor civile, 90, 30171, Venice

LIST OF DATA MANAGER MAIL ADDRESSES	
Abruzzo	Via E. Ferrari, snc, 65124, Pescara datamanager_abruzzo@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Alto Adige	Via Garibaldi, 3, 39100, Bolzano/Bozen datamanager_bolzano@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Basilicata	V.le Marconi, Stazione Potenza Inferiore, 85100, Potenza datamanager_basil@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Calabria	Via Mercalli, 48, 89129, Reggio Calabria datamanager_calabria@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Campania	Corso Novara, 10, 80143, Naples datamanager_campania@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
For Trenitalia Tper	Via del Lazzaretto, 16, 40131, Bologna Datamanager_emilia@trenitaliatper.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Friuli-Venezia Giulia	P.za Vittorio Veneto, 3, 34132 Trieste datamanager_fvg@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Lazio	Via Giolitti, 60, 00185, Rome datamanager_lazio@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Liguria	Via del Lagaccio, 3, 16134, Genoa datamanager_liguria@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Marche	Via Einaudi, 1, 60125, Ancona datamanager_marche@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Molise	Via Novelli, 2, 86100, Campobasso datamanager_molise@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Piedmont	Via Nizza, 8 bis, 10125, Turin datamanager_piemonte@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Puglia	Via Giulio Petroni, 10/b, 70124, Bari datamanager_puglia@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Sardinia	Viale La Playa 17, 09123, Cagliari datamanager_sardegna@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Sicily	Via Oreto Nuova - Fondo Alfano s.n.c., 90123, Palermo datamanager_sicilia@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Tuscany	Viale Spartaco Lavagnini, 58, 50129, Florence datamanager_toscana@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Umbria	P.za Vittorio Veneto, Stazione FS, 06124, Perugia datamanager_umbria@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Aosta Valley	P.za Manzetti, 1, 11100, Aosta datamanager_vda@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.
Veneto	Via Decorati al valor civile, 90, 30171, Venice datamanager_veneto@trenitalia.it email only for use when exercising your rights under Articles 15-23 of European Regulation 679/2016.