



**BOOKING FORM FOR FAMILIARISATION VISIT OF TREVISO AIRPORT
for people with autism**

1) Passenger with autism for whom a 'familiarisation visit' is requested

Name _____ Surname _____

Date of birth ____/____/____ Place of birth _____

Sex [M] [F] tax code _____

Identity document type _____ No. _____

2) Parents, guardian or support administrator of the minor passenger

• Name _____ Surname _____

Date of birth ____/____/____ Place of birth _____

Sex [M] [F] tax code _____

Identity document type _____ No. _____

Telephone _____ E-mail _____

• Name _____ Surname _____

Date of birth ____/____/____ Place of birth _____

Sex [M] [F] tax code _____

Identity document type _____ No. _____

Telephone _____ E-mail _____

3) Flight number Date of departure or arrival ____ / ____ / ____ (if flight has already been purchased)

4) Accompanying person during the flight if different from parent/guardian (and only if present also at the 'familiarisation'

visit) Name _____ Surname _____ Date of birth ____/____/____ Place of

birth _____ Gender [M] [F] tax code _____ Identity document type

_____ No. _____ Telephone _____ Email

5) Indicate any preference for the date of the FAMILIARISATION VISIT / _____ / approximate time

N.B.: The visits are organised from Monday to Friday at times to be defined according to airport operations, within the time band of 9:00 to 17:00.

Requests must be received at least three days in advance of the date indicated in paragraph 5.

NOTES (e.g. PARTICULAR REQUIREMENTS and ATTENTION)

Attach a photocopy of the front and back of the **identity document of those taking part in the familiarisation visit and of those who sign this form** (if different from the those taking part in the visit).

Once correctly **filled in and signed**, this form must be scanned or photographed in format .pdf or .jpg, and sent with a copy of the above documentation by e-mail to: autismo@trevisoairport.it at least three days prior to the preferred date indicated for the 'familiarisation visit'.

The visit will be confirmed by the Airport service by e-mail.

Date ___/___/_____

Signature _____
of the Passenger of legal age (where possible) or of the parent(s) or legal guardian(s)

In relation to the personal data indicated in this form, I declare that I have read and understood the privacy policy provided by AERTRE S.p.A. and given below, on the processing of such data, **and I consent to** the processing of such data, including health data also with regard to minors, for the purpose of assistance in the 'familiarisation' visit, and for assistance at the time of departure/arrival at the Airport, where required.

Date ___/___/_____

Signature _____
of the Passenger of legal age (where possible) or of the parent(s) or legal guardian(s)

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA FOR ACTIVITIES LINKED TO THE "AUTISM PROJECT"
UE Reg. 2016/679

1. Data Controller

This privacy notice is provided by the company AERTRE S.p.A., with registered office in Via Noalese, 63/E, Treviso (TV), Italy, VAT number 01899350266, which has appointed the Personal Data Protection Officer/Data Protection Officer (RPD/DPO) whose contact details are: dpo@grupposave.com

2. Type of data processed, Purposes and legal basis for the Processing

The following personal data are collected and processed: (i) common personal data (personal data, contact data); (ii) particular data (data relating to health) regarding the person with autism; (iii) data relating to the flight (where communicated).

The data subjects are: minors or adults with autism as well as their family members/accompanying persons. The above data are processed for the following purposes: A) carrying out the "Autism, travelling through the Airport" project ('familiarisation visit') and managing the passenger service as requested; B) issuing a daily pass for access to the airport areas for the 'familiarisation visit'.

The legal basis for the data processing is therefore: the consent of the person concerned (or consent of the person with parental authority or acting on their behalf) for the purposes referred to in letter A); legal obligations for the purposes referred to in letter B). On arrival at the Airport for air travel, the person concerned will also be subject to the processing of personal data provided for in the 'Passengers and Airport Users Privacy Notice' available the website <https://www.trevisoairport.it/privacy.html>.

3. Communication of data to third parties - Data recipients

The Company may communicate the data processed for the above purposes to: i) internal subjects within the company; (ii) companies responsible for airport security; (iii) handling companies, destination airports and air carriers for PRM (Persons with Reduced Mobility) assistance services, where required; (iv) Public authorities and public bodies (e.g. ENAC (Italian Civil Aviation Authority), Border Police, etc.); (v) maintenance companies for airport infrastructure and systems; (vi) companies of SAVE Group.

4. Data transfer to third countries

The Data Controller will not transfer the processed data to third countries. However, in the event of any data transfer to third countries, such transfer will comply with legislation on the data transfer to third countries that is current at the time.

5. Methods of processing, period and criteria for data retention

The data will be processed in paper and digital format for the period necessary for carrying out the above purposes and for the subsequent 12 months. After this period, the data are stored in anonymous form for statistical purposes without any time limit. If PRM assistance services are requested, the data will be kept for the period provided for in the 'Passengers and Airport Users Privacy Notice' available on the website <https://www.trevisoairport.it/privacy.html>.

6. Conferment of data

The conferment of data is required to carry out the service requested and purposes of law. Failure to confer data will make it impossible to further the purposes mentioned above.

7. Data Subject's Rights, Consent Withdrawal, and Complaints to the Supervisory Authority

The Data Subject has the right, at any time, to request access to their personal data, rectification, cancellation, limitation of the same, oppose their processing (subject to compliance by the Data Controller related to legal obligations), and to exercise the right to data portability. In any event, the Data Subject has the right to revoke any consent previously given to the processing of their data at any time, without prejudice to the lawfulness of processing based on the consent given prior to such revocation. In the event of an alleged breach, the Data Subject may also, under the conditions laid down, lodge a complaint with a Data Processing Supervisory Authority in the EU Member State where they habitually reside or in the EU State where they works or where the alleged breach took place.

8. Automated profiling and decision-making processes

Data processing is not carried out by automated decision-making processes (e.g. profiling).

9. Contacts and requests

To see the full list of the Privacy Referents of the processing appointed for each area and activity, and of the Officers / for more information on the transfer of data to non-EU countries, the mechanisms and safeguards for data transfer under Art 44 f.f. GDPR / to revoke previously-given consent / to exercise your rights (access, rectification, cancellation, limitation, opposition, portability), you can send a request by email to: privacy@grupposave.com