

APPLICATION FORM HOSTING ALLOWANCE

01. PERSONAL DATA OF THE APPLICANT

First name	Surname	
Place of birth	Date of birth	Nationality
Tax Code		
Postal address	No.	
Municipality	Postcode	Province
Sex M <input type="checkbox"/> F <input type="checkbox"/>	Phone	
Email Required / No certified email (for notifications concerning this application and other communications)		

Employment agency employee

Staffing employment contract (including all extensions):

Fixed-term Open-ended Apprenticeship

Employment start date / / Employment end date / /

The undersigned hereby declares to have read the attached privacy policy pursuant to Articles 13 and 14 of EU Regulation 679/2016 (Annex no. 1)

Date / / Signature

The applicant, having acquired the information provided by the Data Controller pursuant to the pro tempore legislation in force on data protection and to EU Regulation 679/2016,

CONSENTS DOES NOT CONSENT

To the use of the email address provided in the application form for Ebitemp to send notices and informative communications on the Entity's activities (in any case with the right to ask Ebitemp to delete the address from the database at any time).

02. PAYMENT METHOD

Bank Transfer Postal Transfer

Country 2 letters	CIN EUR 2 numbers	CIN 1 letter	ABI – 5 numbers	CAB – 5 numbers	CURRENT ACCOUNT NUMBER – 12 numbers

SUPPORT AND RECEPTION MEASURES

HOSTING ALLOWANCE

WHO IS IT FOR AND WHAT ARE THE REQUIREMENTS?

A one-off allowance is granted to workers who provide hosting, including through adoption or fostering, to persons with international protection (refugee status, subsidiary protection and asylum seekers), temporary protection and special protection. A prerequisite for the payment of the allowance is the "Declaration of hosting" or appropriate documentation certifying the adoption or fostering and a minimum period of hosting of at least three months.

Applications may be submitted by workers who, during the hosting period, and in any case from 9 April 2022, have or have had a staffing employment contract of at least one day.

Please note that the above requirements must be met between 9 April 2022 and 31 October 2022.

WHAT YOU CAN GET

A total one-off allowance of €1,000 gross of the taxes required by law; the allowance is increased to €1,500, gross of the taxes required by law, for hosting a minor under 18 or a pregnant woman.

Payments by postal transfer or revolving reloadable cards are allowed only under the maximum threshold of €1500; for higher amounts you need to indicate a bank account in the name of the person subject to international or temporary protection.

Payments to foreign current accounts outside the SEPA area are not allowed.

WHAT YOU HAVE TO DO

The deadline for submission of the application, by those who will meet the access requirements by 31/10/2022, is set at **31/12/2022**, in one of the following ways:

- through the **My Ebitemp*** members' area, where it is possible to monitor the progress of the application and add any missing documentation;
- by sending the forms and complete documentation by **registered post with return receipt** to EBITEMP – INDENNITÀ OSPITALITÀ – CORSO VITTORIO EMANUELE II, 269 – 00186 ROME;

* Please note that the only recognised method of receiving applications made with the support of the Local Trade Union Counters is through the MyEbitemp platform; registered post and certified emails are not accepted.

ANNEX 1

EBITEMP PRIVACY POLICY OF THE APPLICANT

POLICY (Policy updated: 06/12/2019)

Before processing your data, we submit to you the Ebitemp Privacy Policy, which is necessary for the protection of your personal data, in accordance with the provisions of the relevant legislation. **The information below will help you to understand:**

- ✓ which persons will process your data and how to contact them;
- ✓ how your data are analysed and for what reason;

USEFUL CONTACT INFORMATION

Ebitemp is the Entity that processes your data and for legal purposes is considered the Data Controller. As Data Controller, Ebitemp is responsible for applying the organisational and technical measures necessary and adequate for the protection of your data. The headquarters of the Data Controller are in Rome – Corso Vittorio Emanuele II, 269, 00186. Tel.: 06-68301506. The Data Controller has also appointed a Data Protection Officer who is responsible for ensuring legal compliance to protect your privacy. You can contact the Data Protection Officer at the following address: Corso Vittorio Emanuele II No. 269 Rome 00186. Tel.: 06-68301506 - dpo@ebitemp.it. Further information on your rights can be found in the paragraph below, headed Your rights.

INFORMATION ABOUT THE DATA PROCESSING

All the personal data that you provide us with will be processed in accordance with current legislation on privacy. The Data Controller will process all personal data according to the principles of correctness, legality and transparency, in accordance with the following purposes. Personal data will only be collected to the extent necessary for the data processing and will only be used by personnel authorised and trained for the purpose and in order to guarantee the necessary confidentiality of the information provided.

In particular, the Data Controller will collect, record, consult and in general process your personal and identifying data, with particular reference to data that may reveal your state of health, but only where necessary to fulfil the purposes declared in this policy. The data processing will concern both the data provided at the time you sign this authorisation and any other data that may be requested by Ebitemp to fulfil the purposes indicated in this policy.

In particular, the Data Controller may use your data to:

- comply with legal requirements in civil and tax matters or with EC legislation, rules, codes or procedures approved by Authorities and other competent bodies (e.g. tax, fiscal or anti-money laundering investigations);
- allow the correct regulatory, technical and financial management of the contractual relationship;
- assert or defend a right in court, or in administrative or arbitration and conciliation procedures in the cases provided for by law, European Union legislation or regulations.

The processing of the above data is necessary:

- to allow you access to the services provided by Ebitemp;
- to allow Ebitemp to pursue statistical objectives;
- to allow Ebitemp to send information and promotional material by email in relation to activities and topics of interest related to temporary work;

Your refusal to provide the personal data will make it impossible to achieve the purposes indicated in point 1) and, in particular, will make it impossible for Ebitemp to provide you with its services.

Retention period of your data. The Data Controller will store your data for the period necessary to fulfil the purposes indicated in this policy and for 10 years thereafter, effective from the date of your last application and/or document provided for each service you have requested.

Transfer and access to your data. The Data Controller may - without requiring your consent - communicate your personal data to one of the categories of recipient indicated below, such as: Go Project S.r.l., based in Rome at Via Alessandria, 88, which now manages the preparation and sending of promotional material on behalf of Ebitemp; Italian Moving Network Inc., based in Rome at Via Oreste Ranelletti 61/63, which manages data archiving services on behalf of Ebitemp;

Bucap S.p.A, based in Monterotondo Scalo (RM) at Via E. Ramarini 7, which manages data archiving services on behalf of Ebitemp; Cassa Mutualistica Interaziendale, based in Milan at Viale San Gimignano 30/32 which manages health protection services on behalf of Ebitemp; Forma.temp, based in Rome at Piazza Barberini, 52;

INAIL, based in Rome at P.le Pastore, 6;

INPS, based in Rome at Via Ciro il Grande, 21;

Ministry of Labour and Social Policies, based in Rome at Via Veneto, 56 and the employment agencies registered in the Ministry's computerised register; public bodies and/or social security agencies and/or employment agencies and/or third-party companies and/or universities and/or foundations that process personal data in aggregated and anonymised form in order to manage statistical activities on behalf of Ebitemp;

third parties working on behalf of the Data Controller, in their capacity as external data processors;

Judicial authorities, insurance companies for the provision of insurance services, as well as any persons to whom the data must be disclosed by law. The above-named persons will process the data in their capacity as autonomous data controllers.

ANNEX 1

CONSENT TO THE PROCESSING OF PERSONAL DATA OF THE APPLICANT

YOUR RIGHTS

With reference to the data processed, the Data Controller guarantees that you can:

- ✓ obtain confirmation of the existence of your personal data and its communication in an intelligible form;
- ✓ obtain the updating, rectification and integration of your data;
- ✓ request the erasure of your data, under the terms permitted by law, or request that they be anonymised;
- ✓ object, in full or in part, for legitimate reasons, to the processing of your personal data;
- ✓ restrict the processing, in the event of violation, request for rectification or objection;
- ✓ request the portability of electronically processed data, provided on the basis of consent or contract;
- ✓ withdraw consent to the processing of your data, where foreseen.

To this end, the Data Controller has provided a specific section on its website where you can download the forms, which should be sent by email to the following address: dpo@ebitemp.it. Otherwise, you can hand the forms in at the counter or send them by registered post. The Data Controller will make every effort to reply to your request within one month, except in particularly complex cases, which may take up to 3 months. In any case, the Data Controller will explain the reason for any delay within one month of your request. The outcome of your request will be sent to you in writing or electronically. If you are requesting rectification, erasure or restriction of data processing, the Data Controller will inform each recipient of your data of the outcomes of your request, unless this proves impossible or involves a disproportionate effort.

The withdrawal of consent will have no effect on the legality of any data that were processed before the consent was revoked. The Data Controller wishes to inform you that a contribution may be requested if your requests are manifestly groundless, excessive or repetitive; in this regard the Data Controller keeps a register to track all requests for intervention.

APPLICANT'S CONSENT

The undersigned _____ born in _____ Prov. ()
 On / / Tax Code _____

having acquired the information provided by the Data Controller under the current data protection laws and Regulation (EU) 679/2016 and aware that the processing will also include the sensitive data referred to in Article 9 of Regulation 679/2016, with particular reference to data that may reveal the data subject's state of health,

CONSENTS DOES NOT CONSENT

to the processing of their data, with particular reference to data that may reveal the data subject's state of health, where necessary to carry out the operations indicated in the policy;

Date / / Place Signature _____

CONSENTS DOES NOT CONSENT

to the use of the email address given in the application form, in order to communicate the outcome of the attached application, and to store this email address in its database to receive information or news about the Data Controller's activities (in any case with the right to ask Ebitemp at any time to remove the address from the database by sending a written request).

Date / / Place Signature _____

CONSENTS DOES NOT CONSENT

to the communication of their data, both personal and sensitive, to the recipients and categories of recipients indicated in this privacy policy, Date _____ Place _____ Signature _____

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 On / / Tax Code _____

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Date / / Place _____ Signature _____

CONSENTS DOES NOT CONSENT

to the communication of their data, both personal and sensitive, to the recipients and categories of recipients

indicated in this privacy policy, Date _____ Place _____ Signature _____

ANNEX 2

SELF-CERTIFICATION

CONFIRMATION OF ACTUAL PROVISION OF HOSTING PERIOD

(pursuant to Articles 40 and 46 of Italian Presidential Decree 445 of 28 December 2000)

The undersigned _____ born in _____ Prov. ()
 On / / Tax code _____ residing in _____ Prov. ()
 at Via _____ No. _____ Postcode _____

HEREBY DECLARES

to have provided accommodation, including adoption or fostering, to persons enjoying international protection, temporary protection and special protection for a period of at least three months.

In particular, to the following person:

First name _____ Surname _____
 Provisional Tax Code _____ Final Tax Code _____
 Place of Birth _____ Date of Birth / / Nationality _____
 Minor Pregnant Other
 Starting from date / /

And lastly declares:

- » to be aware of the criminal sanctions provided for in the event of untruthful declarations and falsity of documents, and of the consequent forfeiture of the benefits referred to in Articles 75 and 76 of Italian Presidential Decree 445/2000;
- » to be informed that the personal data collected will be processed, including by computer, exclusively for the process for which the declaration was made (Article 13 of Italian Legislative Decree 196/2003).

Place and date _____ Signature _____

Place and date _____ Signature of hosted person _____

OTHER ATTACHMENTS

HOSTING ALLOWANCE

DOCUMENTS TO BE ATTACHED

- ✓ Photocopy of an identity document and the tax code of the worker hosting the person(s);
- ✓ Copy of the fixed-term staffing contract and any extensions relating to the hosting period of the worker hosting the person;
- ✓ Last pay slip available at the time of application
- ✓ Copy of the open-ended contract and latest available pay slip of the worker hosting the person;
- ✓ Copy of the "Declaration of hosting"
- ✓ Self-certification confirming the actual completion of the hosting period *
- ✓ Residence permit or a copy of the receipt attesting to the submission of an application for international protection (refugee status, subsidiary protection and asylum seekers), temporary protection or special protection, of at least one of the hosted persons; if there is a minor or a pregnant woman among the hosted persons, in order to access the higher compensation of €1500 gross, you need to send the same documentation for one of these persons;
- ✓ Certified copy of any adoption or fostering order issued by the court
- ✓ Copy of pregnancy certificate, if applicable
- ✓ Ebitemp privacy form

* at least three months after the actual start of the availability period, the host must confirm that they have actually hosted for at least three months.

The benefit in question is subject to a ceiling of **€5,000,000** (allocated in total to the entire package of benefits aimed at supporting persons subject to international protection – refugee status, subsidiary protection and asylum seekers – temporary protection and special protection) and has an experimental duration until 31/10/2022.

If the required documentation is missing, Ebitemp will suspend the process and send the request for additional documentation, which must be received **within 120 calendar days**.

After this, if no additional documentation is received, the application will be considered withdrawn and therefore rejected.