

# APPLICATION FORM

## REIMBURSEMENT OF PSYCHOLOGICAL ASSISTANCE

### 01. PERSONAL DATA OF THE APPLICANT

First name	Surname	
Place of birth	Date of birth	Nationality
Provisional tax code	Final tax code	
Postal address		No.
Municipality	Postcode	Province
Sex M <input type="checkbox"/>	F <input type="checkbox"/>	Phone
Email <span style="color: red;">Required / No certified email</span> (for notifications concerning this application and other communications)		

Employment agency employee

Formatemp course provided under this agreement - project code number:

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

### REIMBURSEMENT OF PSYCHOLOGICAL ASSISTANCE

#### WHO IS IT FOR AND WHAT ARE THE REQUIREMENTS?

Persons under international protection (refugee status, subsidiary protection and asylum seekers), temporary protection and special protection employed by the Employment Agency, or involved in training courses provided for them by Formatemp, are entitled to the reimbursement of expenses for psychological assistance for themselves or their family members up to second-degree kinship/affinity.

The applicant must have an employment contract or attend the training course provided by Formatemp under this agreement at the time of payment for the psychological assistance for which reimbursement is sought.

Only psychological assistance services provided **after 24/02/2022** will be reimbursed (the date of the invoice for the service must be later), carried out in Italy and **in any case until 31 October 2022**. Please note that the above requirements must be met between 24 February 2022 and 31 October 2022.

#### WHAT YOU CAN GET

Reimbursement of psychological assistance costs incurred for yourself or your family members up to the second degree of kinship/affinity, up to a maximum of €200 per person assisted.

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.

## SUPPORT AND RECEPTION MEASURES REIMBURSEMENT OF PSYCHOLOGICAL ASSISTANCE

### WHAT YOU HAVE TO DO

The application must be sent **no later than 31 December 2022** in one of the following ways:

- through the **My Ebitemp\*** members' area, where you can 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 - RIMBORSO ASSISTENZA PSICOLOGICA - 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.

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 worker a request for additional documentation, which must be received **within 120 calendar days**. After this, if no additional documentation has been received, the application will be considered withdrawn and therefore rejected.

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.

# 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](mailto: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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# EBITEMP PRIVACY POLICY OF THE DATA SUBJECT

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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.

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- ✓ 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.

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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.

### CONSENT OF THE DATA SUBJECT

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 \_\_\_\_\_

## DECLARATION IN LIEU OF CERTIFICATION RELATIVES UP TO THE SECOND DEGREE OF KINSHIP/AFFINITY

(Article 46 Presidential Decree 445/2000)

To be completed only in the case of reimbursement for family members

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

Aware of the criminal sanctions provided for in the case of false declaration, as established by Article 76 of Italian Presidential Decree 445/2000

### HEREBY DECLARES

that on the date of this application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

the family members up to the second degree of kinship/affinity in reference to the legislation in force at the date of this self-certification, are the following:

KINSHIP/AFFINITY	FIRST NAME	SURNAME	DATE OF BIRTH	PROVISIONAL TAX CODE	FINAL TAX CODE

Furthermore, they declare to be aware that Ebitemp has the right to ask to see documentation relating to the family status and income of the family member for whom reimbursement is requested; should the aforementioned certification prove to be untrue, Ebitemp has the right to any disciplinary action provided for by the Statute/Regulations, recovery of the sums paid and compensation for any damage. In witness whereof.

Place \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature \_\_\_\_\_

**NOTICE:** Pursuant to Article 75 of Italian Presidential Decree 445/2000, if as a result of a check it emerges that the content of the declaration is untrue, the declarant shall forfeit any benefits derived from the measure issued on the basis of the untruthful declaration. Anyone who makes false statements, produces false documents and makes use of them shall be punished in accordance with the Italian Criminal Code and the relevant special laws. The presentation of a deed containing data that no longer corresponds to the truth is equivalent

to the use of a false deed. Declarations in lieu are deemed to have been made to a public official. Information pursuant to Article 10 Italian Law 675/96: the above data are prescribed by the provisions in force for the purposes of the procedure for which they are required and will be used exclusively for this purpose.

Expression of consent for family members up to the second degree of kinship/affinity pursuant to EU Regulation 2016/679 GDPR (Privacy) ...The... family member(s) declare(s) to have been informed of the information referred to in Article 13 EU Regulation 2016/679 (GDPR) and hereby freely express(es) their consent, pursuant to Article 9 Regulation (EU) 2016/679 (GDPR), to the communication of their personal and sensitive data to the parties indicated by Ebitemp for the processing of data aimed exclusively at handling reimbursements, declaring to be aware of the rights recognised by Articles 15 et seq. of the aforementioned GDPR Regulation.

Place, date and signature of the applicant for assisted minors

Place \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature \_\_\_\_\_

Expression of consent by assisted adults:

First name \_\_\_\_\_ Surname \_\_\_\_\_ Signature \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_ Signature \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_ Signature \_\_\_\_\_



## ANNEX 2

# DECLARATION IN LIEU OF CERTIFICATION ENROLMENT IN THE FORMATEMP COURSE

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

To be completed only if the applicant is not an agency worker.

The undersigned	born in	Province ( )
On / /	Provisional Tax Code	Final Tax Code
resident in	Province ( ) at Via	No. Postcode

### HEREBY DECLARES

To attend the Formatemp course provided under this agreement - project code number:

Formatemp course start 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

\_\_\_\_\_

## OTHER ATTACHMENTS

### REIMBURSEMENT OF PSYCHOLOGICAL ASSISTANCE

#### DOCUMENTS TO BE ATTACHED

- ✓ Photocopy of an identity document (identity card or passport) and the tax code\* of the person subject to international or temporary protection;
- ✓ 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
- ✓ Copy of family status certificate\*\* or self-declaration of parental or relative status
- ✓ Copy of the invoice(s) for the psychological care service provided to the person or his/her family members up to the second-degree relative (the invoice must be for a service provided in Italy)
- ✓ Ebitemp privacy form

\* if you do not have a final tax code because you are still waiting for the international, temporary or special protection status to be recognised, you must submit a copy of the receipt attesting to the submission of your application for protection which shows the temporary tax code assigned

\*\* if you do not have your family status certificate because you are still waiting for the international, temporary or special protection status to be recognised, you must submit a copy of the application for protection (which includes the family status data) or a self-certification of your family status.

Where the person subject to international, temporary or special protection is employed by an employment agency:

- ✓ A copy of the fixed-term staffing contract and any extensions and the last pay slip
- ✓ Copy of the open-ended staffing contract and last pay slip

If the person under international, temporary or special protection is attending a Formatemp training course dedicated to this specific target group:

- ✓ Self-declaration of attendance on the training course provided by Formatemp in accordance with this agreement or any certificate of course attendance