



CENSIMENTI PERMANENTI
L'ITALIA, GIORNO DOPO GIORNO.

IMPRESE



Istat Istituto Nazionale
di Statistica

Dear Company,

28 November 2022 will mark the beginning of the Permanent Census of Economic Units – Multi-Purpose Qualitative Survey on Companies – Year 2022, conducted by the National Statistics Institute, which stipulates your participation.

The requested data will help to construct an informative statistical framework with a view to analysing the economic characteristics of companies, studying their profiles, organisational, managerial, market and technological conduct, and measuring the performance of the production system.

Istat carries out this survey and the associated personal data processing by way of implementing a task in the public interest. The survey is included in the current National Statistics Program (code IST- 02623); the field of observation consists of statistical units that qualify as companies according to the classifications adopted by Regulation (EU) No. 696/93; the companies are obliged to take part in it by providing the required data, and failure to transmit it might entail the application of an administrative penalty pursuant to the provisions of article 7 of Legislative Decree No. 322/1989.

The information provided will be processed in compliance with applicable legislation on statistical secret and personal data protection (see the section headed "Data Processing" at the back of the letter).

Data collection takes place via a specific online questionnaire. The period envisaged for filling it out and sending it is **from 28 November 2022 to 31 March 2023**.

Your collaboration is essential to the successful outcome of the survey and to faithfully represent the characteristics of the entrepreneurial fabric of our country.

Thanks for the contribution you might want to lend.

Gian Carlo Blangiardo

INSTRUCTIONS ON HOW TO REPLY TO THE QUESTIONNAIRE

- Access the Statistical Business Portal (<https://imprese.istat.it>), the login credentials of which were sent on «DATA_INVIO_PEC» by letter protocol no. «NUMERO_PROTOCOLLO» del «DATA_PROTOCOLLO».
- The password must be changed at the first login.
- Access the questionnaire from the Surveys section of the Portal. When you have finished filling it in and after the questionnaire has been sent, a receipt certifying due compliance will be automatically sent to the email address indicated by the company. No other method of completing and sending back the questionnaire will be deemed valid.
- It is possible to create new users and delegate to other people the task of filling out the questionnaire using the Manage Delegates section of the Portal.
- If the company has undergone corporate transformation events or bankruptcy procedures, it is still bound to complete the questionnaire. In particular, it must notify the changes through the Manage Details section of the Statistical Business Portal.
- Any submission of the requested data subsequent to the latest deadline for its transmission and/or for the transmission of data using methods not laid down by this information note are incapable of remedying the breach already established at the end of the data collection phase.

INSTRUCTIONS AND SUPPORT

- Contact the **Istat Toll-Free Number 800.188.847 847** (operating Monday to Friday from 9:00 to 19:00)
- Write to the email address censimentopermanente.imprese@istat.it indicating the survey code **IST-02623** and your identification code (ID) «CODICEIMPRESA2» in the subject line of the e-mail .
- Consult the Istat website at <https://www.istat.it/it/censimenti-permanenti/imprese>



Data processing

The data processed by Istat for the purposes of the **Permanent Census of Economic Units – Multi-Purpose Qualitative Survey on Companies** – is protected by **statistical secret** (article 9 of Legislative Decree No. 322/1989) and subject to the legislation on **personal data protection** (Regulation (EU) 2016/679 and Legislative Decree No. 196/2003).

Information on personal data processing provided under article 13 of Regulation (EU) 2016/679 (hereinafter, Regulation):

- **Data controller:** The data controller is Istat - National Statistics Institute, Via Cesare Balbo, 16 - 00184 Rome, which, for the data collection and processing activities, has respectively designated the Head of the Central Directorate for data collection and the Head of the Central Directorate for economic statistics for personal data processing (article 2-quaterdecies of Legislative Decree No. 196/2003).
- **Data protection officer:** : the Istat Data protection officer. can be reached at the following addresses: Istat - Responsabile della protezione dei dati, Via Cesare Balbo, 16 - 00184 Roma; e-mail responsabileprotezionedati@istat.it.
- **Purposes of the processing:** the data is collected and processed to construct an informative statistical framework with a view to analysing the economic characteristics of companies, studying their profiles, organisational, managerial, market and technological conduct, and measuring the performance of the production system.
- **Legal ground:** the data is processed for the production of official statistical information and, therefore, for the discharge of a **task in the public interest** entrusted to Istat (art. 1, paragraph 2, and art. 15 of Legislative Decree No. 322/1989); the survey is included in the 2020 – 2022 National Statistics Program (code IST 02623), approved through the Presidential Decree of 9 March 2022. The National Statistics Program can be consulted on the Istat website at the address <https://www.istat.it/it/organizzazione-e-attività/organizzazione/normativa>.
- **Source of the data:** For the extraction of the sample of the **Permanent Census of Economic Units – Multi-Purpose Qualitative Survey on Companies** –, recourse will be made to a minimum casual extraction of data from the Statistical Registry of Active Companies Asia, i.e. extraction only of the data instrumental to the definition of the sample design and to the dispatch of both the informational letter and the courtesy reminders.
- **Data supervisors:** The designated data supervisor is Consorzio Leonardo Servizi e Lavori, a consortium-type cooperative that collaborates with Istat in the management of the toll free number 800.188.847
- **Disclosure of data:** The data will be disclosed by Istat in disaggregated form as well, within the limits of what is set out in the National Statistics Program, in accordance with article 13, paragraph 3-bis of Legislative Decree No. 322/1989.
- **Communication of data:** The information collected, protected by statistical secret (article 9 of Legislative Decree No. 322/1989) and subject to the legislation on personal data protection (Regulation (EU) 2016/679, Legislative Decree No. 196/2003, and Legislative Decree No. 101/2018), may be used, for subsequent processing as well, by the subjects of the National Statistics System exclusively for statistical purposes, and may also be communicated for scientific research purposes on the conditions and in the manner laid down by article 5-ter of Legislative Decree No. 33/2013. The same data may furthermore be communicated to the European Commission (EUROSTAT).
- **Data storage:** For the purpose of this survey, the data will be stored in personal form for 36 months at the end of the survey as being necessary for further statistical processing by the Institute that might assist analytical reports, such as the Annual Report and the Report on Competitiveness.
- **Data subjects' rights and right to lodge complaints:** Istat guarantees, within the limits laid down by the Regulation, the exercise of data subjects' rights (article 15 ff.), save for the right to object to the processing (art. 21, par. 6) and the right to data portability (art. 20, par. 3). Exercise of the right to rectification is guaranteed in accordance with the method).
- Any additions to the information on data processing will be made available at <https://www.istat.it/it/censimenti-permanenti/imprese/normativa-e-privacy>.

Obligation to reply and penalties

- The obligation to reply to this survey is laid down by article 7 of Legislative Decree No. 322/1989 and by the Presidential Decree of 9 March 2022 approving the action of the 2020-2022 National Statistics Program and the annexed list of surveys that impose the duty to reply on private subjects; breach of such duty will be punished under articles 7 and 11 of Legislative Decree No. 322/1989 and the aforementioned Presidential Decree of 9 March 2022 (annex headed "List of works (Statistics from Administrative Sources and Derived or Re-elaborated Statistics) included in the 2020-2022 National Statistics Program for which failure to provide the data amounts to a breach of the obligation to reply"). On the reference page of the survey, <https://www.istat.it/it/censimenti-permanenti/imprese>, you may consult the respective lists in force in the "Obligation to reply" and "Penalties" sections. In the lists containing the surveys for which, in the event of breach of the obligation, application of the administrative penalty is laid down, the "subjects to whom penalties may be applied" are set out for each survey, along with any dimensional values envisaged for the launch of the investigative procedure.
- **Once the ultimate deadline for data transmission – 31 March 2023 – has elapsed to no avail, this Institute will activate the procedure for investigating breaches of article 7 of Legislative Decree No. 322/1989 for the purpose of applying the monetary penalty**, according to the aforementioned legislative provisions on statistics (articles 7 and 11 of Legislative Decree No. 322/1989 and the Presidential Decree of 9 March 2022), taking into account the threshold values of the survey unit at the time of the investigation, as explicitly spelled out in the National Statistics Program in force and available in the registers used by the owner of the survey.

See also: www.istat.it/it/censimenti-permanenti/imprese/normativa-e-privacy

Regulatory references

- Italian Legislative Decree 6 September 1989, no. 322 "Rules on the national statistical system and on the reorganisation of the National Statistical Institute" - art. 6 (duties of statistical offices), art. 6-bis (processing of personal data), art. 7 (obligation to provide statistical data), art. 8 (official secrecy of statisticians), art. 9 (provisions for the protection of statistical secrecy), art. 11 (administrative sanctions), art. 13 (National statistical program);
- Italian Presidential Decree 7 September 2010, no. 166, "Regulation establishing the reorganisation of the National Statistical Institute";
- Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, concerning the protection of natural persons with regard to the processing of personal data, as well as the free movement of such data and repealing Directive 95/46/EC (General data protection regulation);
- Italian Legislative Decree 30 June 2003, no. 196, "Code regarding the protection of personal data";
- Italian Legislative Decree 10 August 2018, no. 101 "Provisions for the adaptation of the national legislation to the provisions of the regulation (EU) 2016/679 of the European Parliament and of the Council", of 27 April 2016 (General Regulation on data protection);
- Italian Legislative Decree 14 March 2013 no. 33 "Reorganisation of the regulation concerning the right of civic access and the obligations of publicity, transparency and dissemination of information by Public Administrations" - art. 5 ter (access for scientific purposes to the elementary data collected for statistical purposes);
- Ethical rules for processing in relation to statistical or scientific research purposes carried out within the national statistical system - Annex A.4 to Legislative Decree No. 196/2003;
- Presidential Decree of 9 March 2022 approving the 2020-2022 and the associated lists of surveys with obligation to answer for private persons and those who, in the event of breach of the obligation, are subject to the application of the administrative penalty, which can be consulted on Istat's Internet website at <https://www.istat.it/it/organizzazione-e-attività/organizzazione/normativa> (Official Gazette General Series no. 122 of 26/05/2022 - Ordinary Supplement no. 20).