



CENSIMENTI PERMANENTI
IMPRESE



Dear company,

The Permanent Censuses of Enterprises - Year 2018, organised by the Istituto Nazionale di Statistica [National Statistical Institute], begins on 20 May 2019 and requires your participation.

The data requested will be used to provide a statistical information framework relating to behaviour, organisation, management, human resources, relations between companies, internationalisation, technologies and investments in innovation, environmental sustainability and corporate social responsibility.

As specified in the regulatory references (see back of the letter) Istat is legally required to perform this survey and companies are obliged to participate by providing the requested data. Failure to transmit the data will result in the application of an administrative sanction, based on the provisions of art. 7 of Italian Legislative Decree no. 322/1989.

The information provided will be treated in compliance with the legislation on the protection of statistical confidentiality and protection of personal data (see the "Data processing" and "Response obligation and sanctions" sections on the back of the letter).

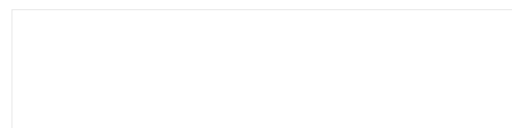
Data collection takes place via a specific online questionnaire. The period envisaged for completing it and sending it is **from 20 May to 16 September 2019**.

The results of the survey will be disseminated in a form that prevents identification of the subjects to whom the data refers. However, these results can also be disseminated in a disaggregated manner and with a frequency of less than three units due to particular cognitive requirements identified by the national statistical program.

Your collaboration is fundamental for the success of the survey and in order to faithfully represent the characteristics of the entrepreneurial fabric of the country.

Thank you for your contribution.

Gian Carlo Blangiardo



TO REPLY TO THE QUESTIONNAIRE

- Access the companies statistical portal (<https://imprese.istat.it>), whose login details were transmitted with letter ref. no. XXXXXXXXXXXX of XXXXXXXXXXXX XXXXXXXXXXXX
- The password must be changed upon initial log-in.
- Access the questionnaire via the Login section. Following compilation and after sending the questionnaire, a receipt will be automatically sent to the e-mail address indicated by the company, certifying successful submission. Other modes of completion and return of the questionnaire will not be considered valid.
- It is possible to create new users and to **delegate** other persons to fill in the questionnaire using the "Delegates Management" section of the Portal.
- If the company has undergone corporate transformation or insolvency procedure events, **it must complete the questionnaire**. It will need to communicate the changes through the Master Data management section of the Companies Portal.

FOR INFORMATION AND SUPPORT

- Call the free-phone number **800.188.847** (Monday-Friday from 9:00 to 19:00)
- Write to the censimentopermanente.imprese@istat.it e-mail address citing the **IST-02623** survey code in the subject line of the e-mail.
- Consult the website dedicated to the Permanent Censuses of Enterprises at the address <https://www.istat.it/it/censimenti-permanenti/imprese>.

Data processing

- The information collected, protected by statistical confidentiality (art. 9 of Italian Legislative Decree no. 322/1989) and subject to the legislation on the protection of personal data (Regulation (EU) 2016/679, Italian Legislative Decree no. 196/2003 and Italian Legislative Decree no. 101/2018) may be used, also for subsequent processing, by the subjects of the National Statistical System, exclusively for statistical purposes and may also be communicated for scientific research purposes under the conditions and according to the methods provided for by art. 5 *ter* of Italian Legislative Decree no. 33/2013.
- The persons responsible for the statistical processing of data collected as part of this survey are the central Director for Economic Statistics and the central Director for the collection of Istat data.
- For the processing of personal data, pursuant to art. 24 of Regulation (EU) 2016/679, the Controller is Istat - National Statistical Institute, Via Cesare Balbo, 16 - 00184 Rome which, for the phases of the survey of respective competence, has assigned specific tasks and functions related to the processing of personal data to the above-mentioned central Directors (art. 2-quaterdecies of Italian Legislative Decree no. 196/2003). The Director of the central Directorate for data collection can be contacted to ascertain the names of the Data Processors who, pursuant to art. 28 of the same Regulation (EU) 2016/679, perform the processing of personal data on behalf of Istat regarding the data collection phase.
- To exercise the rights of the interested party it is possible to write to the address: responsabileprotezionedati@istat.it. The exercising of the afore-mentioned rights will be guaranteed in compliance with the provisions of chapter III of the Regulation (EU) 2016/679, notwithstanding the exceptions and limits established by art. 6-bis of Italian Legislative Decree no. 322/1989 and by art. 11 of the "Professional rules for processing for statistical or scientific research" implemented under the national statistical System. Furthermore, the interested party has the right to lodge a complaint with the Guarantor for the protection of personal data or with another competent control authority, pursuant to art. 77 of EU Regulation 2016/679.
- Any additions to the data processing information will be made available at the address <https://www.istat.it/it/censimenti-permanenti/imprese/normativa-e-privacy>.

Response obligation and sanctions

- The survey is included in the 2017-2019 national statistical program (code IST-02623) with the name "Multi-purpose survey on companies and on the exercise of arts and professions", approved by Italian Presidential Decree 31 January 2018, and in the national statistical program 2017-2019 - Update 2018-2019, currently being adopted. The national statistical program in force can be consulted on the Istat website at: <http://www.istat.it/it/organizzazione-e-attività/organizzazione/normativa>.
- The obligation to respond to this survey is sanctioned by art. 7 of Italian Legislative Decree no. 322/1989 and by Italian Presidential Decree 31 January 2018 approving the national statistical program 2017-2019 and the annexed list of surveys involving the obligation for private subjects to respond; breaching of this obligation will be sanctioned pursuant to arts. 7 and 11 of Italian Legislative Decree no. 322/1989 and to the same Italian Presidential Decree 31 January 2018 ("List of works (Sdi and Sda) annex included in the Psn 2017-2019 for which the failure to provide data constitutes a breach of the response obligation - Year 2017"). The lists of the surveys for which, in case of breach of the obligation, the application of the administrative sanction is foreseen can be consulted on the Istat website on the page <http://www.istat.it/it/istituto-nazionale-di-statistica/organizzazione/normativa>.
- **Once the deadline for the transmission of the questionnaire indicated in this letter (16 September 2019) has expired, this institute will activate the procedure for the imposition of a pecuniary administrative sanction**, according to the provisions of the afore-mentioned regulation (arts. 7 and 11 of Italian Legislative Decree no. 322/1989 and Italian Presidential Decree 31 January 2018 and subsequent Italian Presidential Decree approving the 2017-2019 PSN - Update 2018-2019, currently being adopted) and taking into account the "threshold values" set out in the current PSN and available in the registers used by the data controller.

Regulatory references

- European legislation: Regulation (EC) no. 696/1993 of the Council of 15 March 1993, as amended by Regulation (EC) 1137/2008 of the European Parliament and of the Council of 22 October 2008;
- Regulation (EC) no. 177/2008 of the European Parliament and of the Council of 20 February 2008, and the related Implementing Regulations (CE) nos. 192/2009 and 1097/2010, as well as in Regulation (EC) no. 295/2008 of the European Parliament and of the Council, of 11 March 2008;
- National legislation: art. 1 paragraphs from 227 to 237 of the law of 27 December 2017, no. 205 containing the State Budget for the 2018 financial year and the multi-year Budget for the 2018-2020 three-year period, which called, with a single legislative act, for a permanent census of the population and housing, the permanent economic Censuses of companies, of non-profit institutions and public institutions, the 7th general Census of agriculture and the permanent Census of agriculture, regulating the main legal profiles and effects;
- Italian Legislative Decree 6 September 1989, no. 322, "Regulations 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 statistical office workers), 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 circulation 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;
- 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);
- Professional rules for processings for statistical or scientific research carried out as part of the national statistical System - Resolution of the Guarantor for the protection of personal data 514 of 19 December 2018;
- Italian Presidential Decree 31 January 2018, approving the national statistical program 2017-2019 and of the related list of surveys with the response obligation for private subjects (Ordinary Supplement no. 12 to the Official Journal 20 March 2018 - general series - no. 66).