



## APPOINTMENT AS "SYSTEM ADMINISTRATOR"

To -----  
As System Administrator

**Object:** Designation as "System Administrator" - General Provision of the Guarantor for the protection of personal data of 27 November 2008 (published on G.U. No. 300 of 24 December 2008).

Dear Sirs,

given that:

- d'Amico Società di Navigazione S.p.A. (hereinafter referred to as "d'Amico") has stipulated ----- a contract for ----- with your company;
- in the execution of the contract, your Company has access to the informatics systems of d'Amico with a System Administrator profile;
- for preparation and experience, your Company provides adequate guarantee of full compliance with current provisions on the processing of personal data, with particular reference to the security profile.

We hereby give your Company the role of "System Administrator", pursuant to and for the purposes of the provision of the Guarantor for the protection of personal data dated November 27, 2008 - "*Measures and expedients prescribed to the Data Controllers carried out with electronic tools relating to the attributions of the system administration functions*" - published in the Official Gazette n. 300 of December 24, 2008", for the following activities:

### **(INSERT CONTRACT ACTIVITIES)**

- ..  
- ...

In this context, it will be your company's task to:

- Formally designate the individuals who within your Company operate on d'Amico systems and make sure that the System Administrators so appointed by your Company comply with the following rules:
  - Establish and manage computer authentication systems for the processing of personal data carried out with electronic tools.
  - Ensure the custody of the credentials for the management of authentication and authorization systems in use.

**d'Amico**  
**Società di Navigazione S.p.A.**  
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- Prepare and make operational backup copies (backup and restore operations) of data and applications.
- Manage electronic databases and take care of any development and maintenance activities.
- Manage the development activities of the applications used.
- Manage help desk activities and information security.
- Provide suitable systems for the registration of logical accesses (computer authentication) to processing systems and electronic archives; these records (access log) must have characteristics of completeness, inalterability and possibility of verification of their integrity adequate to the achievement of the verification purpose for which they are requested.
- Make sure that the "personal identification codes" (User IDs) are deactivated, in the event of a loss of quality that allows the user or processor to access the computer, or in case of non-use of the "personal identification codes" ( User - ID) for over 6 months.
- Activate and update at least every six months, or better, according to the appropriate measures identified by the company, suitable electronic tools to protect the data processed through the computers of the information system entrusted to you, against the risk of intrusion and against the action of computer viruses, similarly update programs to prevent the vulnerability of electronic tools and correct their defects.

We remind you that the System Administrator is allowed access to personal data contained in d'Amico systems exclusively for the time necessary to ensure its proper functioning.

Based on the obligations of confidentiality and security imposed by the legislation in question, it will be your company's responsibility not to disclose or disclose to third parties the data of your knowledge, except in the cases allowed by the specific provisions of the law and, in any case, in accordance with the rules, procedures and instructions issued by the Data Controller.

We also remind you that, in compliance with the provisions of point 2.c of the aforementioned provision, the identification data of the System Administrators with the list of the functions attributed to them must be reported in an internal document to be updated and made available to the Data Controller on request according to the provisions of paragraph 4.3 of the provision.

Finally, we remind you that point 2.e of the aforementioned provision obliges the Data Controller to verify, at least once a year, the activities performed by the System Administrator, in order to verify the organizational and technical compliance of the relative security measures to the processing of personal data required by current legislation. These verification activities are delegated by the Data Controller to your company. Therefore, it will be your attention to send the report on the monitoring of AdS logs to the Data Controller on an annual basis.



Please, kindly return the attached copy, signed for acceptance.

With the occasion, we are pleased to greet you cordially.

Place and date

.....

The Special Prosecutor

Francesco Rotundo

(signature of the System Administrator for acceptance)

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