

<p>CON.VER DI CONCOREGGI RENATO VIA FUSARI, 18 26845 CODOGNO (LO) TEL: 0377.437108 E-MAIL: amministrazione@convertende.it P.IVA: 10423060150-C.F.: CNCRNT46S05D0280</p>	<p>PRIVACY DISCLOSURE ABOUT THE TREATMENT OF PERSONAL DATA AS THE ART. NO. 13 OF EU REGULATION 2016/679 ("GDPR")</p>
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Dear Sirs,
we are informing you that **CON.VER DI CONCOREGGI RENATO**, as Data Controller, will process your data in compliance with The European Regulation 2016/679 (European Regulation about the Protection of Personal Data), and with the management of ongoing contractual relationship, even between legal persons. The processing of your data will be in accordance with the principles of lawfulness, transparency and protection of your privacy and rights..

The officer of Data Controller (**DPO – Data Protection Officer**) hasn't been identified since we aren't processing data making part of the categories interested by the Art. 37 of EU Regulation 2016/679-GDPR.

Data will be processed for the following purposes:

- Acquisition of preliminary data in connection with the arranging of a contract;
- Pre-contractual obligations;
- Performing of one or more services covered by the negotiation or under request;
- Fulfilment of legal obligations.

Processed data could include common information, as personal data (i.e. name, surname, date of birth, address, picture, sex, marital status, tax code), contact information (i.e. phone number and/or mobile phone, e-mail address).

We don't process "particular" data as defined by the art, no. 9 of GDPR (as medical data), because we only deal the management of meetings regarding health monitoring by the competent doctor but never get medical records.

LEGAL BASIS: The treatment concerns pre-contractual obligations.

COMMUNICATION AND DISSEMINATION OF DATA: Data are processed and stored at the Headquarters of **VIA FUSARI, 18 – CODOGNO (LO) ITALY..** They are handled by internal regularly authorized and well-educated subjects, under Article 29 of GDPR.

METHOD OF TREATMENT: The processing of personal data is carried out by the operations indicated in the Art. 4 n. 2 GDPR, and more precisely: collection, recording, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation ad destruction of data. Personal data are not automatically processed, including profiling. Besides, the company use different ways of communication as phone, mobile, e-mail, fax and paper mailing to make request or satisfy requirements, exchange information and send offers.

These data will be treated by the writer using computer and paper tools, in respect with contractual and legislative provisions currently in force.

STORAGE TIMES: Data will be processed for the whole duration of employing relationship and later too, for times rightly connected with requirements of business continuity, for legal obligations and for any legal defense in court.

RIGHTS OF THE INTERESTED PARTIES: As interested part, you will be enabled to assert your rights as expressed by the Art. 15, 16, 17, 18, 19, 20, 21 of the EU Regulation 2016/679, by contacting the Data Controller directly or to the address **amministrazione@convertende.it**

You are enabled to request to the Data Controller to access to your private data anytime, or to rectify and delete them, to limit the processing and the portability of your data. You have otherwise the right to oppose anytime to the processing of your data on your consent or legitimate interest.

Without prejudice to any other administrative and judicial appeal, if you think that the treatment of your data violates the content of the EU Regulation 2016/679, you have the right to lodge a complaint to the Guarantee for the Defense of Personal Data (Supervisor Authority www.garanteprivacy.it), as the Art. 15 letter f of the above mentioned EU Regulation 2016/679.

Place and date of issue

Signature