

CON.VER
DI CONCOREGGI RENATO

VIA FUSARI, 18
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CUSTOMERS PRIVACY DISCLOSURE

**ABOUT THE TREATMENT OF PERSONAL DATA AS THE ART. NO. 13
OF EU REGULATION 2016/679 ("GDPR")**

Dear Customer,

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:

- Fulfilling of contractual obligations
- Fulfilments of law related to fiscal and accounting norms
- Purposes of financial and credit nature, as well as control and protection of claims

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).

Personal customer data are processed exclusively for purposes strictly connected to the management of the relationship and for the issuing of the following documents:

▪ **Execution of administrative activities and connected accounting matters**

Our company doesn't treat "particular" data as defined the Art. 9 of GDPR (among them, the health data).

LEGAL BASIS: The treatment is based on the condition of legitimate interest and on the contractual legal basis since is existing a relevant and appropriate between you and the Data Officer.

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 subjects regularly authorized and well-educated under Article 29 of GDPR. They could be communicated to public officers for legal needs, in order to maintain a good relationship with the following stakeholders and their managers, rightly encharged:

- | | |
|----------------------------------|------------------------|
| ▪ Banks and credit institutions | ▪ Forwarders |
| ▪ Post Offices | ▪ Professional studios |
| ▪ Transporters | ▪ Accountant |
| ▪ Debt collection agencies | ▪ System Administrator |
| ▪ External and foreign companies | |

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 and 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.

DIRECT MARKETING: According to the Italian Privacy Code art. 130 paragraph 4, if the data controller uses, for the purposes of direct sales of their products or services, the email coordinates provided in the context of the sale of a product or service, may not require the consent of the interested party, always that these are services similar to those sold and the interested party does not refuse such use.

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 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.....