

**INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT  
TO ART. 13 D. LGS. 196/2003 AND OF ART. 13 REG. UE 679/2016**

Dear Sir/ Dear Mrs ,

the Privacy policy require us to provide you with information on the processing of data necessary for us to execute the work contract stipulated with you and for the activities connected to it.

For Privacy policy:

a) Us,

are Data Controller;

b) You are the Interested party, which has rights and obligations set out below.

### **1. Processing**

1.1. The Data controller, whose data are indicated above, will process the data according to principles of lawfulness, fairness, transparency, limitation of purpose and conservation, data minimization, accuracy, integrity and confidentiality.

### **2. Purpose, Data Category and Legal bases of the Processing**

2.1. The Data Controller carries out the Processing with the purpose:

- a) Fulfill, even before the conclusion of any contractual relationship, if requested, to the contract, or specific request you have made (for example, to contact you for the delivery of service/product requested, or to communicate that the service/product requested are ready/available);
- b) Perform obligations arising from any contractual relationship;
- c) Fulfill administrative obligations, financial, accounting and/or tax;
- d) Fulfill any obligations require by law and/or an order of the Public Authority;
- e) eventually, to assert or defend a right in court ;

2.2. The Data Controller will process Data of the following categories: name, surname, fiscal data, address, email address, phone number (or other contact).

2.3. The legal bases of the processing are the following, divided by Data category:

- a) Identifying data : consent of the interested party and/or need to fulfill the obligations set out in point 2.1 a-e above
- b) Fiscal Data: need to fulfill the obligations set out in 2.1 c-e above.

### **3. Processing Methods**

3.1. Data will be:

- a) Collected by computer and/or paper;
- b) Registered in digital format in computer and/or stored in paper archives in the exclusive availability of the Data controller;
- c) Protected from risks of destruction, deletion, modification and unauthorized access through efficient physical, logical and organizational security measures
- d) Further processed, even in paper form, in measures and within time strictly necessary to execute the purposes indicated above.

### **4. Communication to recipients and dissemination**

4.1. Data are eventually communicated to a third recipients (including PA or judicial Authority) only in measures strictly necessary to the purposes indicated above, or however only for the fulfillment of the law or by order of authority

4.2. recipients categories are the following :

- a) Subjects necessary for the execution of the related activities and resulting to the execution of the Contract
- b) Appointees and persons authorized by Data controller who are committed to confidentiality or have an appropriate legal obligation of confidentiality (ex. Employees and collaborators of the Data controller);

4.3. The Data controller may also have to communicate data to comply with legal obligations or orders coming from Public Authority, including Judicial Authority.

4.4. Data will not be object of dissemination.

## **5. Data retention period**

5.1. The Data Controller retains Data for the minimum time necessary to achieve the purpose referred to in point 2 and however not later than fifteen years.

## **6. Mandatory nature of communication of the Data**

6.1. Data communication is :

- a. mandatory, as regards the execution of the contract or the fulfillment of legal obligations or orders by Public Authority;
- b. optional , as regards other services you may have requested.

## **7. Consequences of the refusal to communicate the Data**

7.1. In case of the refusal to communicate personal Data eventually necessary referred to point

6.1 a), it will not be possible to fulfill the contract.

7.2. In case of the refusal to communicate personal Data eventually necessary referred to point

6.1 b), it will not be possible to fulfill other services you may have requested.

## **8. Rights of Interested party**

8.1. The interested party has right to :

- a) Access their Data in possession of the Data Controller;
- b) Request correction or cancellation (Oblivion)
- c) Request Limitation or oppose the processing;
- d) Request Data portability;
- e) Propose a complaint to a Supervisory Authority.

8.2. The interested party also has the rights set forth in art.7 of the Privacy Code not expressly mentioned above (that is to obtain confirmation of the existence of Data concernig him and their communication in intelligibile form, indication of their origin, the identification details of data processors, the transformation into an anonymous form of Data or their blocking if processed in violation of the Privacy Law.

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