

Subject: Privacy Policy pursuant to Article 13 of EU Regulation no. 2016/679 (following, "GDPR").

The EU Regulation n. 2016/679 preserves the confidentiality of personal data protecting freedom and rights of people involved and, therefore, it imposes a series of obligations on those who "process" personal information referred to other subjects. Among the most important obligations that the law requires to respect, it is to inform people involved and to acquire their consent to process in the prescribed cases, especially for processing activities in which data must be communicated to other subjects.

Therefore, we kindly inform you, pursuant to Article 13 of the GDPR in question, that the undersigned company collects and processes data concerning your company without your express consent (Article 24 letter a), b), c) Privacy Code and art. 6 lett. b), e) GDPR for purposes related to the management of ordinary business relationships and, specifically, for filling personal data lists, accounting customers/suppliers, invoicing, management of the creditor to fulfill all the obligations under regulations in force.

Furthermore, your data may be processed for internal purposes of statistics and market research; *only subject to your specific and distinct consent (articles 23 and 130 of the Privacy Code and article 7 of the GDPR), for the following Marketing Purposes:*

- sending you via e-mail, post and/or sms and/or telephone contacts, newsletters, commercial communications and/or advertising material on products or services offered by the Owner and recognition of the degree of satisfaction on the quality of services;

- sending you via e-mail, post and/or sms and/or telephone contacts commercial and/or promotional communications of third parties.

The processing of your personal data is carried out by means of the operations mentioned in art. 4 of the Privacy Code and art. 4 n. 2) GDPR and more precisely: collection, registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of data. Your personal data are subjected to both paper and electronic and/or automated processing.

The data controller will process personal data for the time necessary to fulfill the aforementioned purposes and in any case for no more than 10 years from the suspension of the business relationship for administrative/accounting purposes and for no more than 2 years from the collection of data for Marketing Purposes.

The processing may be carried out using both IT and manual tools, in compliance with all the cautions necessary to guarantee the security and confidentiality of the information.

Your data may also be disclosed to third parties, exclusively for technical and operational requirements strictly related to the purposes set out above and, in particular, to the following subjects' categories:

a) institutions, professionals, companies or other units appointed by us in charge of processing connected with the fulfillment of administrative, accounting and management obligations related to the ordinary conduct of our economic activity, included for credit recovery purposes;

b) to public authorities and administrations for purposes connected with the fulfillment of legal obligations;

c) banks, financial institutions or other subjects to whom the transfer of the aforementioned data is necessary for the performance of our company activity related to the performance of the contractual obligations assumed towards you.

As party involved, you have the rights set forth in art. 7 of the Privacy Code and art. 15 GDPR and precisely the rights of:

I. obtaining confirmation of the existence or not of personal data concerning you, even if not registered yet, and their communication in an intelligible form;

II. obtaining the indication: a) of the origin of personal data; b) of the purposes and methods of the processing; c) of the logic applied in case of processing carried out with the aid of electronic instruments; d) of the identification details of the owner, the managers and the designated representative pursuant to art. 5, paragraph 2 of the Privacy Code and art. 3, paragraph 1, GDPR; e) the subjects or categories of subjects to whom personal data may be communicated or who may become aware of them in their capacity as designated representative in the territory of the State, managers or individuals in charge;

III. obtaining: a) the updating, the rectification or, when needed, the integration of data, the transformation into anonymous form or the blocking of data processed in violation of law, including data whose storage is unnecessary for the purposes for which the data were collected or subsequently processed; c) the attestation that the operations referred to in letters a) and b) have been brought to the attention, also regarding their content, of those to whom data

have been communicated or disseminated, except for the case in which such fulfillment is impossible or involves disproportional means compared to the protected right; the

	POLICY CUSTOMERS AND SUPPLIERS	Attached 5 ED. 00 DATE:01/06/18
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IV. objecting, in whole or in part: a) for legitimate reasons, to the processing of personal data concerning you, even if pertinent to the purpose of the collection; b) to the processing of personal data concerning you for the purpose of sending advertising or direct sales material or for carrying out market research or commercial communication, through the use of automated call systems without the intervention of an operator by e-mail and/or through traditional marketing methods by telephone and/or paper mail.

Kindly note that the right to object of the interested party, set out in point b) above, for direct marketing purposes through automated methods extends to traditional ones and that in any case the possibility for the subject to exercise the right to object remains even partially. Therefore, the interested party can decide to receive only communications through traditional methods or only automated communications or none of the two types of communication.

Where applicable, it also has the rights referred to in Articles 16-21 GDPR (Right of rectification, right to be forgotten, right of restriction of processing, right to data portability, right to object), as well as the right of complaint to the Guarantor Authority

How to exercise rights

You can exercise your rights at any time by sending:

- a registered return letter to **GUARANTOR OF PRIVACY**
- an e-mail to the address: gandolfi@indelit.it

The owner of the data processing is GANDOLFI RENZO with registered office in **Via E. Fermi 4/6 - 46029 MOTTEGGIANA (MN)**

The updated list of people in charge for the processing is kept at the registered office of the Data Controller.