

CUSTOMER INFORMATION

Dear Customer,

Legislative Decree no. 196/2003 and subsequent changes (Legislative Decree no. 101/2018), and the European Data Protection Law, EU 2016/679 envisage the protection of individuals regarding the processing of personal details.

The following section provides information about the methods and purposes of processing personal data collected as part of ongoing business and contractual relations, as well as measures put in place to guarantee the safety of these data.

The personal data we acquire directly or through third parties, may concern customers, as natural or legal persons, their employees and collaborators (identification details, email addresses and telephone numbers, issued in the name and on behalf of the customer in the performance of the relationship).

These personal data will be subject to processing in compliance with legal requirements and the recognised rights of the data subject.

The data processed will not include data that can be classified as personal (art.9 of EU Regulation 2016/679).

Data Controller

TRANSTECNO S.R.L. - Via Caduti di Sabbiuno, 11/D-E 40011 Anzola dell'Emilia BO tax code and VAT reg. no.: 03247851201.

Purpose of processing

- a) The personal data collected will be processed for pre-contractual requirements, management of contractual obligations, performance of the obligations set down in civil and fiscal regulations as well as regulations of other nature, internal statistics, management of business relations, management of internal certification systems.
- b) Contact data may be used for promotional activities concerning processing carried out by us or by other companies in the Group.

Recipients of commercial data

The personal data collected will not be disclosed; personal data, with regard to the above purposes, may be **communicated** to categories of external subjects - **recipients** - who carry out activities strictly connected and instrumental to the management of business relations such as administrative, tax and legal consultancy firms, credit institutes, credit recovery and factoring companies, public administrations or authorities, to meet legal requirements.

Data may be transferred to a third country; however, the Controller reserves the right to the possible use of computerised services in the cloud and in this case, service suppliers will be selected from those providing suitable guarantees, as envisaged in Art. 46 of EU Regulation 2016/679.

Retention period

Data will be retained for a period of time no longer than that required to achieve the purpose of their collection and processing, in compliance with the terms prescribed by law. Accounting laws state a retention period of 10 years from the end of the contractual relationship.

Data Subject's Rights

The Data Subject, by contacting the Data Controller at the address provided, has the right to obtain confirmation of whether or not their personal data is being processed and if so, to:

- request confirmation of the existence of their personal data;
- obtain information as to the purpose of processing; personal data categories; recipients or categories of recipients of personal data to which personal data have or will be communicated and when, possible, the retention period;
- obtain the correction, integration or deletion of their data;
- obtain limits to processing;
- obtain, where applicable, the portability of data, i.e. receive data from Data Controller in a structured, commonly used format for transmission to another controller, without impediment;
- oppose processing at any moment;
- oppose automatic decision-making processes concerning natural persons (including profiling);
- submit complaint to the Privacy Authority in case of irregularities found in processing.

These rights can be exercised by sending a written request to : accounting@transtecno.com.

Obligatory or optional provision of data

Failure to provide personal data that are essential for contractual purposes or legal obligations, will lead to the impossibility to commence or continue the relationship.

No automated decision-making processes are applied to data processing.

Date __/__/____

Signature _____

I, the undersigned _____ give full and explicit prior consent to the treatment of the personal data I supply to TRANSTECNO S.R.L. using one of the methods described in the policy statement provided to me:

- for the purposes as per point a): I AGREE
- for the purposes stated in point b): I AGREE I REFUSE

Date __/__/____

Signature _____