

INFORMATION ON THE PROCESSING OF PERSONAL DATA

(Article 13 of EU Regulation No. 679/2016 on the Protection of Personal Data, the "GDPR")

Dear Data Subject,

In accordance with European Regulation No. 2016/679, we hereby inform you that your data will be processed in compliance with the principles of "**lawfulness, fairness and transparency**" (art.5, letter a) and we are providing you with the following information:

- Data Controller: **Stampotecnica S.r.l.** - Via Martiri di Cervarolo, 5 - 42015, Correggio (RE) - Italy

The Data Controller is responsible for the lawful and fair use of your personal data and can be contacted for any questions or requests regarding data processing.

Ordinary management of clients		
Purposes not requiring consent	<u>Purpose</u>	<u>Legal basis</u>
	Client management	
	Conclusion of the agreement and related pre-contractual and contractual obligations	<i>Execution of the contract you have signed and/or pre-contractual measures (art. 6, lett. b)</i>
	Management of potential clients through commercial activity based on their preferences	<i>Legitimate interest (art. 6, lett. f), Soft-Spam</i>
	Fulfilling obligations required by law, regulation or order of the Authority	<i>Compliance with a legal obligation (art. 6, lett. c)</i>
Modalities of processing	Personal data will be processed using both manual and electronic tools.	
Automated decision-making process	The processing is not based on automated decision-making.	
Type of personal data processed	Personal data and contact details of the internal contact, Personal data and contact details of the legal representative, Necessary data for concluding the agreement. <i>If the data is not or incorrectly provided, it will not be possible to proceed with the definition and/or proper execution of the contract</i>	
Categories of Recipients	<i>The collected data may be disclosed, for legal obligations or for exclusive functional reasons within the scope of contract execution, to the following categories of recipients: Banks and credit institutions, Carriers, Freight forwarders, Postal services, Logistics companies, Institutional subjects to whom the communication of data is mandatory or necessary to fulfil legal obligations or functional to the administration of the relationship</i>	
Data transfer	The data will not be transferred outside the European Union or to International Organisations.	
Retention period	<u>Category</u>	<u>Data retention period</u>
	Personal data	<i>The Data Controller will process personal data for the time necessary to fulfill the purposes outlined above, and in any case, not exceeding 10 years from the terminating of the contractual relationship, as required by the applicable provisions regarding the statute of limitations (Article 2946 of the Civil Code), unless the same information is subject to other processing activities carried out by the Data Controller.</i>

General accounting		
Purposes not requiring consent	<u>Purpose</u>	<u>Legal basis</u>
	Management of accounting obligations	<i>Obligations established by law (art. 6, lett. c)</i>
Modalities of processing	Personal data will be processed using both manual and electronic tools.	
Automated decision-making process	The processing is not based on automated decision-making.	
Type of personal data processed	Bank account details <i>If the data is not or incorrectly provided, it will not be possible to proceed with the definition and/or proper execution of the contract</i>	
Data transfer	The data will not be transferred outside the European Union or to International Organisations.	
Categories of Recipients	<i>The collected data may be disclosed, for legal obligations or for exclusive functional reasons within the scope of contract execution, to the following categories of recipients:</i> Accounting firms	
Retention period	<u>Category</u>	<u>Data retention period</u>
	Personal data	<i>The Data Controller will process personal data for the time necessary to fulfill the purposes outlined above, and in any case, not exceeding 10 years from the terminating of the contractual relationship, as required by the applicable provisions regarding the statute of limitations (Article 2946 of the Civil Code), unless the same information is subject to other processing activities carried out by the Data Controller.</i>

RIGHTS OF THE DATA SUBJECT

We also inform you of the following rights you may exercise with regard to the Data Controller:

- **Right of access:** You have the right, in accordance with Article 15 of the GDPR, to obtain from the Data Controller the access to your personal data.
- **Right to rectification:** You have the right, in accordance with Article 16 of the GDPR, to request the rectification of personal data concerning you.
- **Right to erasure:** You have the right, in accordance with Article 17 of the GDPR, to request the erasure of personal data concerning you.
- **Right to restriction:** You have the right, in accordance with Article 18 of the GDPR, to obtain from the controller restriction of processing of your personal data.
- **Right to object:** You have the right, in accordance with Article 21 of the GDPR, to object to the processing of your personal data.
- **Right to lodge a complaint:** You have the right, in accordance with Article 77 of the GDPR, to lodge a complaint with a supervisory authority. (e.g. the Data Protection Authority).

ADDRESS AND CONTACTS

Requests to exercise rights may be addressed to the Data Controller at the following contacts:

Address	Via Martiri di Cervarolo n. 5 - 42015, Correggio (RE) - Italia	Contact	0522 641840, b.sabattini@aircomp.it, stampotecnica.amm@pecita.it
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