

INFORMATION TO BE PROVIDED (2016/679/EU – GDPR, art. 13)

(personal data collected from the data subjects)

Dear Customer / Supplier / Contact,

we wish to inform you, pursuant to articles 12.13 and 14 of the 2016/679/EU Regulation, also known as the "General Data Protection Regulation" ("GDPR") concerning the protection of individuals with regard to the processing of personal data, as well as free circulation of such data, that the information and data supplied by you or otherwise acquired within the scope of the services and products provided by **Sevecom S.p.A.** they will be processed in compliance with the aforementioned provisions and the confidentiality obligations that inspire the activities of our organization

For the processing of personal data we mean any operation or complex of operations, carried out without the aid of electronic tools, concerning the collection, registration, organization, storage, consultation, processing, modification, selection, the extraction, comparison, use, interconnection, blocking, communication, dissemination, deletion and destruction of data, even if not recorded in a database.

The purpose of this statement is to make known in full transparency the purposes for which we could use your data, how we will handle it, who could be communicated to, where it could be transferred (inside or outside the EU)) and what are your rights.

WHO TREATS YOUR DATA

Your data will be processed by **Sevecom S.p.A.** as "Data Controller".

In addition to the **Sevecom S.p.A.** with the present we are to inform you that there are "external" processor of personal data which have been appropriately mapped, registered, contracted and appointed by **Sevecom S.p.A.** on the basis of the provisions of art. 28 of the GDPR. The list of "external" processor for the processing of personal data is available at the premises of **Sevecom S.p.A.**

WHY WE NEED YOUR DATA

Sevecom S.p.A. will use your data exclusively for the following purposes:

- *execution of obligations arising from a contract of which you are party to fulfill, before and after the execution of the contract, to your specific requests;*
- *fulfillment of legal obligations of an administrative, accounting, civil, tax, regulation, community and non-EU legislation:*
- *management of suppliers (administration of suppliers, administration of contracts, orders, arrivals, invoices, selections in relation to the needs of the company);*
- *management of litigation (contractual breaches, warnings, transactions, debt collection, arbitrations, judicial disputes).*

Sevecom S.p.A. will carry out the treatment:

- *because it is necessary for the contractual obligations referred to above*
- *because the treatment is necessary to pursue a legitimate interest (eg realization and marketing of its products).*

It follows that the provision of personal data is mandatory for the purposes set out above.

Any failure to provide the data will make it impossible to achieve the purposes previously indicated and then to follow up the contractual relationship.

The entity and the adequacy of the data provided will be assessed from time to time, in order to determine the resulting decisions and avoid the processing of data exceeding the objectives pursued.

Sevecom S.p.A. undertakes not to use your personal data for any other purpose other than those described in this statement, unless you inform us in advance and, where necessary, obtaining your consent.

HOW WE USE YOUR DATA

Sevecom S.p.A. its objective is the protection of the data of its customers, stamping their treatment to the principles of correctness, lawfulness and transparency. We inform you, therefore, that your personal data will be processed, through the use of tools and procedures suitable to ensure maximum security and confidentiality, through archives and paper, with the aid of digital media, computer and telecommunications.

We would like to remind you that you have the right to exercise the right of opposition that, in the absence of your opposite indication, will be referred to both traditional and automated communications.

FOR WHAT TIME WE WILL PRESER YOUR DATA

Your personal data will be stored, starting from their receipt / update, for a period consistent with the purposes of treatment described above and respecting what is required by law in the first place. With a view to full transparency, it is available at **Sevecom S.p.A.** the document "Data retention policy", an integral part of the Data Protection Management System of the company itself and you have the right to request a copy by contacting the company at the following email address: info@sevecom.it In the same document you will also find the indications about the criteria used to determine this period.

SHARE YOUR DATA WITH OTHER SUBJECTS?

Personal data processed will not be disseminated, but may be disclosed to well-defined individuals. On the basis of the roles and tasks performed, internal and external personnel are entitled to treatment within the limits of their powers and in accordance with the instructions given to them by the Owner.

The same data may be communicated to the persons entitled to access it under the provisions of the law, regulations and regulations, correspondence companies, banks and credit institutes, law firms, insurance companies, maintenance equipment, protests offices / companies providing accounting, tax services. tributaries, self-employed / casual workers, agents.

For all the purposes indicated in this statement your data may be disclosed also abroad, inside and outside the European Union, in compliance with the rights and guarantees provided by the current legislation, subject to verification that the country in question ensure an "adequate" level of protection.

The data will also be processed by internal resources of **Sevecom S.p.A.**, adequately trained, who work as authorized personnel to process the data.

Access to the archived Data may be carried out only by public authorities, in the cases and methods provided for by the laws in force, in the event of legal disputes.

Your personal data will not be subject to disclosure.

WHAT ARE YOUR RIGHTS?

With reference to the art.7 of the D.Lgs. 196/2003 and to the art. 15 " Right of access by the data subject", art. 16 " Right to rectification", art. 17 " Right to erasure ('right to be forgotten')", art. 18 " Right to restriction of processing", art. 20 " Right to data portability", art.21 " Right to object, the interested party exercises his rights by writing to the Data Controller at the following address: **Sevecom S.p.A.**, Via Privata Goito 8, 20037 Paderno Dugnano (Mi) Tel 023070101 - email info@sevecom.it.

At any time, you will therefore have the right to ask:

- *access to your personal data;*
- *their correction in case of inaccuracy;*
- *cancellation;*
- *the limitation of their treatment.*

You will also have:

- *the right to oppose their treatment even if treated for the pursuit of a legitimate interest of **Sevecom S.p.A.**;*
- *the right to their portability, that is to receive, in a structured format, in common use and readable by automatic device, the personal data supplied by you.*

We will handle your request with the utmost commitment to ensure the effective exercise of your rights. Finally, you will have the right to lodge a complaint with the National Supervisory Authority (Privacy Guarantor).

For completeness of knowledge of all the rights of the interested party refer to Chapter III of the GDPR.

WITHDRAWAL TO CONSENT

You can revoke your consent at any time, without this, however:

- *prejudice the lawfulness of the treatment based on the consent given before the revocation;*
- *prejudice further processing of the same data based on other legal bases (for example, contractual obligations or legal obligations to which **Sevecom S.p.A.**) is subject.*

The details identifying the Data Controller for the processing of data provided by you are as follows:

Sevecom S.p.A., Via Privata Goito 8, 20037 Paderno Dugnano (Mi) Tel 023070101 - email info@sevecom.it, which you can contact at any time to exercise your rights provided by the GDPR and listed above in detail.

Sevecom S.p.A.