
Information pursuant to and for the purposes of Articles 13 and 14 of the EU GDPR 2016/679 on the protection of personal data

Stakeholders: potential customers/clients

In his capacity as “Data Holder” and “Interested Party”, i.e. the subject to whom the data being processed refers and/or are managed by you under your responsibility, we would like to inform you of the essential details of the treatments undertaken.

Purpose of the Data Processing

The collection and processing of personal data are carried out in order to conduct:

1. the fulfilment of all operations imposed by legal obligations;
2. the establishment and execution of ongoing contractual relations, including the acquisition of preliminary information at the conclusion of the Contract;
3. the management of relations with the Customer for administration, accounting, orders, shipping, invoicing, services and management of any litigation;
4. the survey of the degree of customer satisfaction and the processing of statistics for internal use.

The data collected will be processed according to the principles of correctness, lawfulness, transparency and protection of your personal data, your privacy and your rights.

The Customer's personal data will be processed for the entire duration of the contractual relations established and also afterwards for the fulfilment of all legal requirements.

Terms of Data Processing

The processing of data for the purposes set out above takes place both automatically, on electronic or magnetic devices, and non-automatically, on paper, in compliance with the rules of confidentiality and security provided for by law, the consequent regulations and internal provisions.

Place of Data Processing

The data are currently processed and stored at the registered office, Z.I. Villanova - 32013 LONGARONE (BL). They are also processed, on behalf of the writer, by persons authorised by the data holder, professionals and/or companies appointed to carry out technical, development, management and administrative-accounting activities.

Compulsory or optional nature of data provision

Some data are required for the establishment of the contractual relationship or for its execution, while others can be defined accessories for such purposes. The provision of data to the undersigned is mandatory only for the data for which there is an

obligation to provide information pursuant to and for the effects of articles 13 and 14 of the EU GDPR 2016/679 on the protection of personal data by law or contract.

Consequences of a possible refusal to provide the data

In cases where the provision of the data is subject to a legal or contractual obligation, any refusal to provide such data would result in the Supplier not being able to execute or continue the Contract as it would constitute an illegal operation. In cases where there is no legal obligation to provide data, the refusal would not result in the following consequences above but would in any case prevent the accessory operations from being carried out.

Data communication

Without prejudice to the communications and disclosures made in execution of legal obligations, the data relating to Your legal/physical Person may be communicated in Italy and/or abroad to:

- Professionals and consultants, consulting companies, credit institutions, debt collection companies, credit insurance companies and commercial information companies;
- Public and private entities, including following inspections or audits such as, for example: Financial Administration, Bodies of Tax Police, Judicial Authorities, Italian Foreign Exchange Office, Labour Inspectorate, ASL, Social Security Institutions, Chamber of Trade, etc.;
- Persons who can access your data by virtue of legal provisions.

Data retention period

The data provided will be kept in our archives 10 years as established by law by the provisions of art. 2220 C.C., except for any delayed payments justifying its extension. For the purposes referred to in point 4, the retention period is until the expiry of the contract and/or business relationship of supply.

Rights of the interested party

We would like to inform you that, as an interested party, you have the right to:

- obtain confirmation of the existence or not of your personal data, even if not yet recorded, and that such data are made available to you in comprehensible form;
- obtain indication and, where appropriate, copy: a) of the origin and category of personal data; b) of the logic applied in case of processing carried out with the aid of electronic tools; c) of the purposes and methods of processing; d) of the identification details of the data controller and data processors; e) of the subjects or categories of subjects to whom the personal data are disclosed may be communicated or may become aware of them, in particular if they are addressed to third countries or organisations; (f) where possible, the retention period of the data or the criteria used to determine it; (g) the existence of an automated decision making process, including profiling, and in that case, of the logic used, the importance and the consequences foreseen for the person concerned; h) the existence of adequate guarantees in case of transfer of data to a non-EU country or to an international organisation;
- obtain, without undue delay, the updating and rectification of inaccurate data or, where interested therein, their integration of incomplete data;
- if express, exercise the right to withdraw consent at any time, easily, without hindrance, using, if possible, the same channels used to provide consent;
- obtain the cancellation, transformation into anonymous form or blocking of data: a) unlawfully processed; b) no longer necessary in relation to the purposes for which they were collected or subsequently processed; c) in the event of withdrawal of consent on which the processing is based and if there is no other legal basis, d) if you have opposed the processing and there is no prevailing legitimate reason to continue processing; e) in the event of fulfilment of a legal



- obligation; f) in the case of data relating to minors. The Data Holder may refuse the deletion only in the case of: a) exercise of the right to freedom of expression and information; b) fulfilment of a legal obligation, performance of a task performed in the public interest or exercise of public authority; c) reasons of public health interest; d) archiving in the public interest, scientific or historical research or for statistical purposes; e) exercise of a right in judicial proceedings;
- obtain a limitation of the processing in the event of: a) challenge to the accuracy of personal data; b) processing the Holder's illicit act in order to prevent its cancellation; c) exercise of your right in legal proceedings; d) verification of the possible prevalence of the legitimate reasons of the Holder over those of the interested party;
 - receive, if the processing is carried out by automatic devices, without hindrance and in a well-structured format, readable and common use of the personal data concerning you to transmit them to another data holder or - if technically feasible;
 - obtain direct transmission from the Holder to another owner;
 - oppose, in all or part: a) for legitimate reasons, the processing of personal data concerning you, even if pertinent to the case of obtaining the data; b) the processing of personal data concerning you for the purpose of sending advertising materials or direct sales or for the performance of market research or commercial communication, through the use of automated calling systems without the intervention of an operator by means of email and/or by means of traditional marketing by telephone and/or paper mail;
 - lodge a complaint with the Data Protection Authority.

In the above cases, where necessary, the Data Holder will inform the third parties to whom your personal data are disclosed of the possible exercise of your rights, except in specific cases (e.g. when this fulfilment is proven to be impossible or involves the use of means clearly beyond the protected right).

Methods of exercising rights

You may exercise these rights at any time:

- by sending a registered letter with advise of delivery to the address of the Holder;
- by sending a pec to the following address: certottica@pec.cerottica.org.

Data Holder and Data Processor

The data holder, to whom you may apply to assert your rights in accordance with the provisions of this information notice, is CERTOTTICA SCRL with registered office in Z.I. Villanova - 32013 LONGARONE (BL); the aforementioned rights may be exercised by you in accordance with the procedures to exercise of rights.

Stamp and signature
of the Controller of the processing

CERTOTTICA scrl
Z.I. Villanova, 7/a
32013 LONGARONE (BL)
Tel. 0437/573131 - Fax 573131
C.F. REG.IMP. e P.IVA 00790870237

