

## INFORMATIVE NOTE PERSUANT TO ARTICLES 13-14, EU/ GDPR 2016/679

The European regulation EU 2016/679 (henceforth “**Regulation**”) establishes norms concerning the protection of data subjects with regard to processing of personal data, as well as norms concerning the free circulation of such data.

In conformity with the principle of transparency provided for by the article 5 of the Regulation, **Sacchitalia S.r.l.** Via Progetta, 41, Pescantina (VR), in the capacity of Data Controller, provides herewith the information required by the articles 13 and 14 of the Regulation.

### Purpose of the data processing

The processing of your personal data shall be based on the principles of correctness, lawfulness, and transparency, protecting your confidentiality rights and in conformity with the privacy policy of the organization/company. Furthermore, the organization/company undertakes to process your data respecting the principle of “minimisation”, that is, acquiring and processing data limited to the quantity necessary for the following purposes:

- a) Management of contracts with suppliers
- b) Purchase of goods or services
- c) Acceptance of goods
- d) Management of tax obligations
- e) Handling of complaints
- f) Management of contracts with clients
- g) After sales assistance

Processing	Supplier management Client management	
Criteria	Purpose	Consent
The processing is necessary for the execution of a contract of which the person concerned is a party or for the implementing of pre-contract measures requested by the same.	<ul style="list-style-type: none"> <li>● Handling complaints</li> <li>● Acceptance of goods</li> <li>● Management of contracts with suppliers</li> <li>● Purchase of goods or services</li> <li>● After sales assistance</li> </ul>	Regarding relative purposes, processing may be done without subject’s consent.
Processing is necessary to comply with a legal obligation to which the person concerned is subject.	<ul style="list-style-type: none"> <li>● Management of tax obligations</li> </ul>	Regarding relative purposes, processing may be done without subject’s consent.

The provision of your personal data and the consent to processing is obligatory for the purposes of:

- a) Handling complaints
- b) Acceptance of goods
- c) Management of tax obligations
- d) Management of contracts with suppliers
- e) Purchasing goods or services
- f) Management of contracts with clients
- g) After sales assistance

### Method of processing

Your personal data will be processed both on paper and by computer, respecting the relative provisions in matters of personal data protection and, in particular, using adequate technical and organizational means referred to in article 32.1 of the regulation as well as observing every precautionary measure that guarantees the relative integrity, privacy and availability.

## Source of data

Processing	Supplier management Client management
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Data obtained from person concerned	Data obtained from third parties	
	Type of data	Source
Suppliers/clients		

## Categories of data recipients

Your personal data may be forwarded, in strict relation to the above-indicated purposes, to the following subjects or categories of subjects:

- a) Banks
- b) Consultants and freelance professionals
- c) Insurance companies

Furthermore, we inform you that:

- passing on data to the categories of subjects referred to at the letter b) is a legal obligation with which the Controller must comply.
- The forwarding of your data to the categories of subjects referred to at the letter a) is necessary in order to complete the execution of the contract of which you are a party.

With reference to the listed categories of recipients, the Data Controller undertakes to ensure that the recipients give adequate guarantee concerning protection of data and will see that they are named Data Processors as in article 28 of the Regulation. The list of the Data Processors is available on the organization/company premises and may be consulted upon presentation of a request to the Data Controller. Furthermore, your data will be processed exclusively for the above-mentioned purposes by the staff of the organization/company and/or collaborators, duly authorized and instructed by the Controller, in accordance with the article 29 of the Regulation.

Your data will not be disclosed, except when required by a law or a regulation or by Community legislation.

## Transfer of personal data

Your data will not be transferred to Extra-European countries nor to international organizations.

## Data conservation period

Processing	Supplier management Client management	
Categories of data	Conservation period	Reference to regulatory norms
Personal details (name, surname, sex, place and date of birth, place of residence, address)	10 years	Art. 22 DPR 600/1973      Period of conservation of accounts for tax purposes.
Data relative to supply contract (value of contract, object, terms, conditions, etc.)	10 years	Art. 22 DPR 600/1973      Period of conservation of accounts for tax purposes.
Invoices	10 years	Art. 22 DPR 600/1973      Period of conservation of accounts for tax purposes.
Contact details (telephone number, e-mail, etc.)	10 years	Art. 22 600/1973      Period of conservation of accounts for tax purposes.
Banking details	10 years	Art. 2220 c.c.      Period of conservation of accounts.
Data relative to conducting economic activities and other commercial information (e.g. sales, balances, economic, financial, organizational, productive, industrial, commercial entrepreneurial aspects.	10 years	Art. 22 600/1973      Period of conservation of accounts for tax purposes.

## Recognized rights of data subject

In any moment, you may exercise your rights with regard to the Data Controller under the articles 15-22 of the Regulation.

In particular, in any moment, you will have the right to ask for:

- access to your personal data
- their correction in case of inaccuracy of the same.
- the cancellation
- the limitation of their processing

Furthermore, you will have:

- the right to oppose their processing, even if they are processed for the pursuit of a legitimate interest of the Data Controller, should you consider your own rights and fundamental liberties violated.
- the right to withdraw your consent in any moment for purposes that you consider necessary.
- the right to the portability of your data, that is, the right to receive personal data referring to you in a structured, commonly used and legible format on a mobile device or computer.

## Identity and contact details of the Data Controller

- The Data Controller is **Sacchitalia S.r.l.**, registered office: Via Progetta, 41, Pescantina, 37026 (VR) Tel: +39 045 7150285 e-mail: [sacchitalia@sacchitalia.it](mailto:sacchitalia@sacchitalia.it)