

# SCALABROS SRL

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## INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA

Dear Customers (and their representatives)

SCALABROS Srl, as Data Controller of your personal data, pursuant to and for the effects of EU Reg. 2016/679 hereafter referred to as 'GDPR', hereby informs you that the aforementioned law provides for the protection of data subjects with respect to processing of personal data and that this treatment will be based on principles of correctness, lawfulness, transparency and protection of your privacy and your rights.

Your personal data will be processed in accordance with the legislative provisions of the aforementioned law and the confidentiality obligations laid down therein.

### MODALITIES AND PURPOSES OF DATA PROCESSING

- 1) We inform you that the data will be processed with the support of the following means:
  - a) Informatics
  - b) Mixed - electronic and paper

with the following purposes:

- Compliance with legal obligations related to commercial relationships
- Fulfillment of tax or accounting obligations
- Delivery of the product service
- Accounting or treasury management
- Management of litigation (contracts, orders, arrivals, invoices)
- Customer management (contracts, orders, shipments and invoices)
- Exchange of information with potential customers

The processing of functional data for the fulfillment of these obligations is necessary for a proper management of the relationship and their conferment is mandatory to implement the purposes indicated above. The Data Controller also announces that any non-communication or incorrect communication of one of the mandatory information may cause the Data Controller's inability to guarantee the adequacy of the processing itself.

Each treatment is carried out in compliance with the methods set out in articles 6, 32 of the GDPR and through the adoption of the appropriate security measures.

**Communication:** your data will be communicated exclusively to competent and duly appointed persons for the performance of the services necessary for a correct management of the relationship, with a guarantee of protection of the rights of the interested party. Your data will be processed only by personnel expressly authorized by the Owner and, in particular, by the following categories:

- Supervisory and control authorities;

- Banks and credit institutions;
- Consultants and freelancers also in associated form.

**Spread:** Your personal data will not be disclosed in any way.

**Conservation Period:** Please note that, in compliance with the principles of lawfulness, purpose limitation and data minimization, pursuant to art. 5 of the GDPR, the retention period of your personal data is:

- established for a period of time not exceeding the achievement of the purposes for which they are collected and processed and in compliance with the mandatory time limits prescribed by law.

Furthermore, in the management of your data, the following categories of authorized persons and / or internal and external managers identified in writing and to whom specific written instructions on the processing of data may be made available to them:

- Technical office
- Administrative office
- Quality office
- Production office

#### **RIGHTS OF THE INTERESTED PARTY**

1) Pursuant to European Regulation 2016/679 (GDPR) and national legislation, the interested party may, in accordance with the procedures and within the limits established by current legislation, exercise the following rights:

- request confirmation of the existence of personal data concerning him (right of access);
- know its origin;
- receive intelligible communication;
- have information about the logic, the methods and the purposes of the processing;
- request the updating, rectification, integration, cancellation, transformation into anonymous form, blocking of data processed in violation of the law, including those no longer necessary for the pursuit of the purposes for which they were collected;
- in cases of consent-based processing, receive their data provided to the holder, in a structured and readable form by a data processor and in a format commonly used by an electronic device;
- the right to lodge a complaint with the Control Authority.

2) The data controller of your personal data is SCALABROS S.r.l ..

Valsamoggia, 4 May 2018

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