



Information provided to the Customer for the processing of personal data provided

Pursuant to art. 13 of the EU Regulation N.2016 / 679 (European Regulation on the protection of personal data - GDPR) and in relation to the personal data collected from the interested party that we intend to treat, we inform the interested party of the following:

Identity and contact details of the Data Controller.

Below we indicate which are our references to which you can contact for any clarification.

- The data controller is: CERAMVETRO GOLD S.R.L., represented by its pro tempore representative.
- The Owner can be contacted via email at: giulia@ceramvetro.it

Purposes of the processing to which the data are destined for personal data and the relative legal basis.

Below we indicate why we ask for your personal data.

The data provided at the time of the establishment of the business relationship or acquired during the development of the same, are collected for the purpose of providing for accounting, tax, commercial, technical and all business activities in general inherent to the existing relationship.

In particular, personal data will be processed:

(i) without the consent of the interested parties (article 6, letters b, c, f, GDPR), for the following purposes:

- To adequately deal with the obligations connected to the performance of the economic activity of our company and in particular for: requirements preliminary to the stipulation of a contract; fulfill contractual obligations towards the interested party by executing an act, plurality of acts or set of operations necessary for the fulfillment of the aforementioned obligations; carry out with each public or private body the obligations connected with or instrumental to the contract; execute legal obligations.

The provision of data for the purposes referred to in the previous section (i) is mandatory. The lack of data and / or any express refusal to process it will make it impossible for the Owner to carry out the task assigned or the possible violation of the requests of the competent Authorities



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Furthermore, personal data will be processed:

(ii) with the consent of the interested parties (article 7, GDPR), for the following purposes:

- To send material / communications of a commercial nature (for example to participate in future job opportunities or to offer you our offers), also through the use of your email addresses

The provision of data for the purposes referred to in the previous section (ii) is optional, with the consequence that the consent may not be granted, or revoked at any time.

Categories of personal data processed.

Below we indicate which types of personal data we ask for.

In the context of the purposes of the treatments highlighted in the previous paragraph, only personal data that fall into the following category will be processed:

- GENERAL: personal data (such as, for example: name, surname, address, date of birth / death, citizenship, marital status, profession), tax identification code (of employees and / or customers), identity document identifiers (such as, for example: driving license number / CI / passport), contact details (such as, for example: e-mail, telephone contacts), bank details.

In order to limit the use of personal data to what is strictly necessary (Art. 5 1 / c of the GDPR) it will be your care to provide us only with company data. We therefore ask you to provide us, by way of example, company e-mail addresses such as "commerciale@azienda.it" and not containing references to natural persons such as "m.rossi@azienda.it", company and non-personal telephone numbers, etc. .

If you necessarily have to provide us with personal data relating to natural persons other than those who receive this information (eg of your owners, partners, employees or collaborators) you must inform the natural persons holding these data that they can be processed by our company and provide them with essential information of this information.

This information concerns any personal data you provide to us and is addressed to the natural persons holding such data (interested).

Categories of recipients of personal data.

Below we indicate who may process your personal data and to whom it may be communicated.

For the aforementioned purposes the personal data you provide may be made accessible:

- To employees and collaborators of the Data Controller, in their capacity as authorized data processing personnel (or so-called "data processors").
- To third parties who carry out activities on behalf of the Data Controller, in their capacity as independent Data Controllers, Data Controllers or Data Processors, for the performance of economic activities (commercial, management, management of information systems, insurance, banking or non-banking intermediation) , factoring, shipment management, enveloping and



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sending correspondence, credit management and protection) or for the fulfillment of legal regulations (accounting firms, lawyers).

- To judicial or supervisory authorities, administrations, public bodies and organizations (national and foreign).
- To other legal entities of which the Owner is a member.

It is possible to request an updated list of the recipients of the data at the email address giulia@ceramvetro.it.

Processing methods.

Below we indicate how your personal data will be processed.

The processing of the personal data of the interested parties is carried out by means of the operations (collection, recording, organization, structuring, updating, storage, adaptation or modification, extraction and analysis, consultation, use, communication by transmission, comparison, interconnection, limitation, cancellation or destruction) carried out both in digital format (on servers and in cloud appropriately protected and located within the European Union owned and / or available to the Data Controller and / or third party companies, duly appointed as data processors) is fit paper (in containers not accessible to third parties).

In any case, the logical and physical security of the data and, in general, the confidentiality of the personal data processed will be guaranteed, putting in place all the necessary technical and organizational measures to guarantee their security.

GENERAL PRINCIPLES

Below we indicate the general aspects that characterize the processing of your personal data.

The data will be processed lawfully, correctly and transparently with the data subject, collected for the purposes indicated above, limited and kept as necessary with adequate security measures.

The transfer of data to non-EU countries abroad is not envisaged.

The personal data of the interested parties will not be disseminated.

The data is not expected to be processed for automated decision-making processes.

In case of violation of personal data that may present a high risk for the rights and freedoms of natural persons, the holder will inform you without undue delay. Your care will inform all interested parties.

Period of storage of personal data.

Below we indicate how long we will keep your personal data..

The personal data collected for the purposes indicated in the relative previous paragraph will be processed and kept for the entire duration of any relationship established. From the date of termination of this relationship, for any reason or cause, the data will be kept for the duration of the applicable time limits pursuant to law or for the time necessary for the fulfillment of the aforementioned purposes.



Certificato N. 2373



N.IT 10047 ISO 9001:2015

Rights exercisable.

Below we indicate all the rights we guarantee to you about your personal data..

In accordance with the provisions of Chapter III, Section I, GDPR, interested parties may exercise the rights indicated therein and in particular:

- **INFORMATION RIGHT:** The right to receive all information relating to the processing in a concise, transparent, intelligible and easily accessible form (this information).
- **RIGHT OF ACCESS:** To obtain confirmation that your personal data is being processed and whether or not, in this case, to receive information relating, in particular, to: purposes of processing, categories of personal data processed and storage period, recipients to whom these can be communicated (Art.15 GDPR),
- **RIGHT OF RECTIFICATION:** Obtain the correction of inaccurate personal data concerning you and the integration of incomplete personal data (Art.16 GDPR) with the owner's obligation to communicate such changes.
- **CANCELLATION RIGHTS (so-called Oblio):** Right to request the deletion of your data when the purpose of the processing has been exhausted, consent has been revoked, processing has been opposed, data have been processed in violation of the law (Art. 17 GDPR).
- **RIGHT TO LIMITATION:** Right to limit the processing of your data in the event of inaccuracies, disputes or as an alternative measure to cancellation (Art. 18 GDPR).
- **RIGHT TO DATA PORTABILITY:** To receive the personal data concerning you provided to the Owner and to transfer the data to another Owner in the cases provided for by Art. 20 of the GDPR.
- **RIGHT OF OPPOSITION:** Right to object at any time to the processing of personal data, except where there are legitimate reasons (Art. 21 GDPR).
- **RIGHT TO PROPOSE CLAIM TO THE CONTROL AUTHORITY:** Guarantor for the protection of personal data, Piazza di Montecitorio n. 121, 00186, Rome (RM).

Interested parties may exercise these rights (excluding the last one) by simply sending a request by e-mail to the address indicated above.

Date:Signature of the Client Company for acknowledgment:

Consents

Below we ask you to freely express your consent for specific treatments.

[Yes] [No] Autorizzo il trattamento in base al consenso (nel caso siano coinvolte altri interessati dopo aver preventivamente ricevuto il consenso dagli interessati) [vedi punto (ii)].

Date:Signature for the expression of consent:.....