

# DEFINITIVE CLM S.R.L.

Via Brandoli Ovest n. 2a/2b - 41030 San Prospero (MO) – tel. 059.80.94.13 – info@definitiveclm.com

## INFORMATION FOR PERSONAL DATA PROCESSING

pursuant to Art. 13 of EU Regulation 2016/679

### HOLDER OF THE TREATMENT

Dear Visitor

the undersigned, as Data Controller (hereinafter "Data Controller") with registered office in **Via Brandoli Ovest n. 2a / 2b - 41030 San Prospero (MO)**; in the person of the legal representative p.t., contact details: **info@definitiveclm.com**, informs you that pursuant to art. 13 of the Regulations, will process your personal data manual and / or with the support of computerized means for the purposes indicated below. The treatment is based on principles of correctness, lawfulness, transparency, purpose limitation and conservation, data minimization, accuracy, integrity and confidentiality and accountability.

### PURPOSE OF THE PROCESSING, LEGAL BASIS AND ANY THIRD-PARTY ADDRESSEES SOME DATA

Your personal data can also be communicated to us by an external manager, in order to be processed for purposes connected to the management of ordinary administrative, technical and commercial relationships; for example: budgeting, compilation of personal data lists, keeping customer / supplier accounts, invoicing, carrying out communications both by paper and electronic means. Your data may be processed for internal statistical purposes and market research. Furthermore, your data may be disclosed to third parties, strictly for technical and operational needs connected to the purposes set out above and in particular to the following categories of subjects:

- a) entities, professionals, companies or other structures entrusted by us with the processing related to the fulfillment of the administrative, accounting, insurance and management obligations related to the ordinary performance of our business economic, also for credit recovery purposes;
- b) to public authorities and administrations for purposes related to the fulfillment of legal obligations;
- c) banks, financial institutions or other subjects to whom the transfer of the aforementioned data is necessary for the performance the activity of our company in relation to the fulfillment, on our part, of contractual obligations assumed against you;
- d) suppliers of installation, assistance and maintenance services for IT and telematic systems and systems and of all services functionally connected and necessary for the fulfillment of the services covered by the Contract;
- e) service providers (installation, assistance and maintenance of systems) that are functionally connected and / or necessary for the purpose of fulfilling the contractual provisions, also with reference to Legislative Decree 81/08.

Failure to provide personal data will make it impossible for us to execute contracts and others related obligations, as well as to correctly manage reciprocal commercial relations. We inform you that we may send you commercial and / or promotional communications relating to similar products and services to those subject to the contractual relationship, unless your explicit and manifest dissent. The processing of personal data - including any sensitive data "particular categories of data" and related convictions criminal or "judicial" offenses for which your consent is required to be expressed at the bottom of this information - collected, takes place for the purposes described above.

### FURTHER PURPOSES OF THE TREATMENT

Subject to your specific and distinct consent, your personal data may also be processed for each of the following purposes:

- use of your company data in order to carry out advertising and commercial activities;
- sending by e-mail, post, sms, telephone contacts, newsletters, commercial and / or promotional communications of advertising material on products or services provided by our company or for the detection of the degree of satisfaction with their quality (so-called direct marketing);
- transmission of your data to third parties (for example: business partners) in order to carry out activities of character information, commercial, advertising, promotional also by sending communications through the use of computer or paper means (so-called indirect marketing);
- profiling, in particular for the creation of your commercial profile and / or for the analysis of your preferences, habits or consumption choices, including by crossing such personal data with other information collected through the profiling cookies you have accepted.

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Your consent for each of these purposes is optional and will have no interference and / or consequence on the purposes above related to the basic negotiation relationship.

### NATURE OF DATA CONFERENCE

The provision of personal data and the consequent processing by the Data Controller, for the aforementioned purposes, are necessary for the establishment, for the continuation and for the correct management of the relationship between the Owner and the Data Subject or they must be understood as mandatory according to law, regulation or community legislation; any refusal to provide personal data requested may cause the impossibility, in whole or in part, to perfect and manage the existing relationship or in the making.

### METHOD OF DATA PROCESSING

The data will be processed - by the persons in charge of processing - with manual, IT and telematic tools within and in reason for the purposes specified above and, in any case, always respecting the security and confidentiality of the same, also in compliance with the law and the provisions of the Guarantor for the protection of personal data.

### TREATMENT OF SPECIAL CATEGORIES OF PERSONAL DATA

The following special categories of data (Article 9 of EU Regulation 2016/679) can only be processed with the consent of the interested party: personal data revealing racial or ethnic origin, political opinions, beliefs religious or philosophical, or trade union membership, as well as processing genetic data, biometric data intended to identify in uniquely a natural person, data relating to the health or sexual life or sexual orientation of the person. The Data Controller informs you that the processing of these types of data communicated by you directly or possibly collected during the provision of services, is carried out only with your consent and for the purposes set out herein reported below: *“connected to the management of ordinary administrative, technical and commercial relationships; for example: budgeting, compilation of personal data lists, keeping customer / supplier accounts, invoicing, carrying out communications both by paper and electronic means.”* Furthermore, your data may be disclosed to third parties for technical and operational needs strictly related to purposes set out above and in particular to the following categories of subjects:

- a) entities, professionals, companies or other structures entrusted by us with the processing related to the fulfillment of the administrative, accounting, insurance and management obligations related to the ordinary performance of our business economic, also for credit recovery purposes;
- b) to public authorities and administrations for purposes related to the fulfillment of legal obligations;
- c) banks, financial institutions or other subjects to whom the transfer of the aforementioned data is necessary for the performance

the activity of our company in relation to the fulfillment, on our part, of contractual obligations assumed against you.

- d) suppliers of installation, assistance and maintenance services for IT and telematic systems and systems and of all services functionally connected and necessary for the fulfillment of the services covered by the Contract;
- e) service providers (installation, assistance and maintenance of systems) that are functionally connected and / or necessary for the purpose of fulfilling the contractual provisions, also with reference to Legislative Decree 81/08.

Both your provision of data and your consent can be freely expressed, but your refusal will make it impossible for us to execute contracts and other related obligations, as well as to manage mutual commercial relations correctly.

### DURATION OF DATA PROCESSING AND STORAGE

The data collected will be kept for a period of time not exceeding that necessary for the purposes for which they are been collected, to fulfill contractual or pre-contractual obligations, of law and / or regulation (without prejudice to the terms prescriptions and the law, in compliance with the rights and in compliance with the consequent obligations). In particular, the criteria used to determine the retention period are established by specific laws which regulate the activity of the Data Controller (eg by tax legislation regarding the processing of administrative-accounting data) or by specific provisions of the Guarantor for the protection of personal data they have regulated the processing activity and the purposes pursued by the Data Controller. Finally, it is specified that your personal data may also be kept up to what is permitted by Italian law.

### RIGHTS OF THE INTERESTED PARTY

Pursuant to articles 13, paragraph 2, and from 15 to 21 of EU Regulation 2016/679, we inform you that regarding the processing of your personal data You can exercise the following rights:

- a) **Right to obtain access** to personal data and the following information:
  - confirmation that personal data is being processed or not;

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- the purposes of the processing;
  - the categories of personal data;
  - the recipients or categories of recipients to whom the personal data have been or will be disclosed;
  - if the data are not collected from the interested party, all available information on their origin;
  - the existence of an automated decision-making process, including profiling;
  - a copy of the personal data being processed.
- b) **Right of rectification** and integration of personal data;
- c) **Right to delete data** ("right to be forgotten") if one of the following reasons exists:
1. the personal data are no longer necessary with respect to the purposes for which they were collected or otherwise treated;
  2. the interested party withdraws consent to the processing of data and there is no other legal basis for the treatment;
  3. the interested party opposes the processing and there is no legitimate overriding reason to proceed with the treatment;
  4. the personal data have been unlawfully processed;
  5. personal data must be deleted to fulfill a legal obligation under Union law of the Member State to which the data controller is subject.
- The data controller, if he has made personal data public and is obliged to delete them, must inform others holders who process the personal data of the request to delete any link, copy or reproduction of your data.
- d) **Right to limitation of processing** in the event that:
1. the interested party contests the accuracy of the personal data, for the period necessary for the data controller to verify the accuracy of such personal data;
  2. the processing is unlawful and the interested party opposes the cancellation of personal data and asks instead that its use is limited;
  3. although the data controller no longer needs it for processing purposes, the personal data are necessary for the interested party to ascertain, exercise or defend a right in court;
  4. the interested party opposed the processing, pending verification of the possible prevalence of legitimate reasons of the data controller with respect to those of the interested party.
- e) **Right to lodge a complaint** with the Guarantor for the protection of personal data, following the procedures and the information published on the official website of the Authority [www.garanteprivacy.it](http://www.garanteprivacy.it).
- f) **Right to data portability** or the right to receive in a structured format, commonly used and readable by automatic device personal data concerning him provided to a data controller and possibly transmit them to another data controller, if the processing is based on consent or on a contract and is carried out by automated means. Where technically possible, the interested party has the right to obtain the direct transmission of data from one data controller to another.
- g) **Right to object** at any time to the processing of personal data, including profiling, in particular in the case of:
1. the processing takes place on the basis of the legitimate interest of the owner, after explaining the reasons of the opposition;
  2. personal data are processed for direct marketing purposes.
- h) Right not to be subjected to a decision based solely **on automated processing**, including **profiling**, except in cases where the decision: is necessary for the conclusion or execution of a contract between the data subject and a data controller, is authorized by the law of the Union or of the Member State to which it is subject to the data controller or is based on the explicit consent of the interested party.
- i) **Right to withdraw consent** at any time. The exercise of rights is not subject to any formal constraints and is free.

### METHOD OF EXERCISE OF RIGHTS

The interested party may at any time exercise their rights by sending an e-mail to [info@definitiveclm.com](mailto:info@definitiveclm.com) (specifying "Privacy" in the subject)