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|  | <b>Disclosure for the processing of personal data<br/>for customers pursuant to articles 13 and 14 of<br/>(EU) Reg. 2016/679 “GDPR”</b> | <b>ModP-01-02</b>       |
|                                                                                  |                                                                                                                                         | <b>Rif.</b>             |
|                                                                                  |                                                                                                                                         | <b>Rev.0 – Giu.2018</b> |

This privacy policy document describes the purposes and modalities of processing personal data of the customers of S.P.D. S.p.A. (hereafter "S.P.D.")

#### 1) The Data Controller of personal data

The Data Controller is **S.P.D. S.p.A.** Registered Office: Registered and operating, office, Warehouse: Via G. Galilei, 2/4 24043 Caravaggio (BG) ITALY; Production plant: Via Enrico Fermi, 28/30 Caravaggio (BG); Production plant: Via Leonardo Da Vinci, 136/138 Caravaggio (BG); Tel. 0363 546511 Fax 0363 52578 Vat No./Tax Code 00382960169 e-mail [info@spd.it](mailto:info@spd.it) - Website: [www.spd.it](http://www.spd.it) - Certified e-mail address [amministrazione.spd@arubapec.it](mailto:amministrazione.spd@arubapec.it)

#### 2) Data Protection Officer

S.P.D. pursuant to art. 37 of (EU) Reg. 2016/679, has decided not to appoint a Data Protection Officer (DPO) as it is not a public body and does not carry out regular and systematic large-scale monitoring of data as a main activity, including data referred to in articles 9 and 10.

#### 3) Purpose, modalities and place of processing

The duly collected data processed by S.P.D. relating to customers will be processed:

- For purposes related to the contract established between the parties;
- For purposes of a statutory, fiscal and accounting nature;
- To fulfil the obligations established by law, by a regulation, by Community legislation or by an order of the Authority (such as for anti-money laundering);

#### **Your data will be processed only with your specific and separate consent :**

- for trade, marketing purposes and for sending newsletters about the services offered, invitations to events, trade fairs, etc.

Personal data are processed using automated and manual tools for the time strictly necessary to achieve the purposes for which they were collected. Specific security measures are complied with to prevent data loss, illicit or incorrect use and unauthorised access.

The processing connected to the Services takes place at the aforementioned offices of S.P.D. and at the headquarters of the suppliers of electronic processing services of the company, and is only handled by technical personnel specifically appointed as the Data Processor and/or the person in charge of the processing or by persons in charge of occasional maintenance operations.

#### 4) Categories of personal data and recipients, scope of communication and dissemination

S.P.D. collects the personal data of the customers necessary for the provision of the Services referred to in the existing contract, including but not limited to: company name, telephone number, e-mail address and tax code, VAT number, etc.

The data may be disclosed:

- to Public Administrations, for the performance of institutional functions
- to the companies responsible for debt collection;
- to insurance companies;
- to Lawyers for legal assistance in case of disputes concerning the contract;
- to potential clients to facilitate the conclusion of agreements;
- to consultancy companies, professionals and organisations that work for the company in the various sectors;
- to the accounting firm
- to trade unions
- to banking institutions and financial companies for the use of financial services, banking, etc.;
- to other institutions/institutes/companies/professionals for the purposes connected and functional to the assignment entrusted;
- to suppliers in order to correctly fulfil the contract concluded;
- inspection and control bodies;
- to the internal staff in charge of carrying out the company functions
- sales agents to facilitate trade negotiations
- third-party companies in the management of reservations for meals, accommodation and transfers linked to company visits and events.

These persons will process the data in their capacity as independent Data Controllers.

The data in question will not be disclosed.

#### 5) Nature of providing data and consequences of refusing to answer

The provision of data for the purposes referred to in articles 3 a), b), and c) is mandatory. In their absence, we will not be able to guarantee the Services stipulated by the contract. The provision of data for marketing purposes specified in point 3 d) is optional and does not affect the conclusion of the contract and the provision of the service. Therefore you can decide not to provide any data or subsequently to refuse the processing of already provided data.

#### 6) Transfer abroad

The personal data in question will not be transferred in any way abroad.

#### 7) Period of storage

Personal data processed for pre-contractual/contractual purposes are processed for the time strictly necessary to achieve the purposes for which they were collected and may be stored for a period of 10 (ten) years in order to manage and fulfil the requests of the competent authorities, handle any legal and/or out-of-court disputes, and manage and respond to any claims for damages. Based on the indications of the Authority for the protection of personal data, the data processed for marketing purposes can be stored for a period of time not exceeding 24 (twenty-four) months from their recording. Subsequently, said data must be permanently erased or made anonymous. However, and depending on the specific purpose of the processing and type of data processed, the possibility of their further conservation in compliance with any legal obligations or for the protection of hypothetical rights in court and for the management of possible out-of-court disputes remains unchanged.



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**8) Rights of the data subject**

In your capacity as the data subject, you shall have the rights referred to in art. 15 GDPR and precisely the rights to:

- I. obtain confirmation as to whether or not personal data concerning you exist, regardless of their being already recorded, and communication of such data in intelligible form;
- II. obtain specification:
  - a) of the source of the personal data; b) of the purposes and modalities of the processing; c) of the logic applied to the processing, if the latter is carried out with the help of electronic means;
  - d) of the identification data concerning the Data Controller, Data Processors and the designated representative pursuant to art. 3, paragraph 1 of the GDPR; e) of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.
- III. obtain:
  - a) the update, rectification or, where interested therein, integration of the data; b) the erasure, anonymisation or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed; c) certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared to the right that is to be protected.
- IV. object, in whole or in part:
  - a) on legitimate grounds, to the processing of personal data concerning you even though they are relevant to the purpose of the collection; b) to the processing of personal data concerning you, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys through the use of automated call systems without the intervention of an operator by e-mail and/or through traditional marketing methods by telephone and/or post.
- V. It should be noted that the right of objection of the data subject, set out in point b) above, for direct marketing purposes through automated methods extends to traditional ones and that in any case the possibility remains for the data subject to exercise the right to object even only partially. Therefore, the data subject may decide to receive only communication using traditional methods or only automated communication or none of the two types of communication. Where applicable, you also have the rights referred to in articles 16-21 GDPR (Right of rectification, right to be forgotten, right of limitation of processing, right to data portability, right of objection), as well as the right to lodge a complaint with the Authority.

**9) Mechanism to exercise rights**

The requests are addressed to the Data Controller or Data Processor without specific procedure, by sending a communication to the e-mail [accounting@spd.it](mailto:accounting@spd.it).

**10) Right to complain**

The Data subject is entitled to submit a complaint to the Personal Data Protection Authority to complain about a possible breach of the personal data protection regulations and to request checking by the Italian Authority for the Protection of Personal Data located in Piazza Venezia 11 - 00187 Rome Fax: (+39) 06.69677.3785 Switchboard: (+39) 06.696771 E-mail: [garante@gpdp.it](mailto:garante@gpdp.it) certified email address: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it).

**11) Data source**

The data in question were acquired mainly from the data subject. However, some of them may be acquired from publicly accessible sources.