



PERSONAL DATA PROCESSING POLICY under articles 13 and 14 of Regulation (EU) No. 2016/679

Dear Sir/Madam,

You are informed that **Polito Serramenti S.p.A.**, acting in their capacity as Data Controller, will process- for the purposes and through the methods specified herein below- the personal data you provide or have acquired under the contractual relationship with customers / suppliers for fulfilling legal and contract obligations.
In particular, **Polito Serramenti S.p.A.** will process your personal data.

1. Legal basis and purpose of data processing.

Data are processed for the purpose of concluding the Customer / Supplier contract and/ or as part of the execution and/or stipulation of such contract so that the contractual relationship and all related obligations can be managed.

2. Processing method

Your personal data are processed also with the aid of electronic means, following the procedures specified in art. 4 2) of the GDPR, specifically: personal data processing may consist in the collection, recording, organisation, consultation, preparation, alteration, selection, retrieval, alignment, use, combination, restriction, disclosure, erasure or destruction of data.

3. Obligation of submission

It is compulsory to submit data to achieve the purposes listed above, as well as it is necessary to fulfil administrative and accounting obligations.

Your refusal to provide the above data will make it impossible for **Polito Serramenti S.p.A.** to execute the above mentioned services and, therefore, to conclude the contract.

4. Scope of communication of data

Your data may be disclosed to, or in any case may come to the knowledge of, specially appointed staff of **Polito Serramenti S.p.A.** in their capacity as persons duly appointed to be data processors, as well as managers, external consultants, Labour, Legal and Tax consultants.

Furthermore, your data may be disclosed to subjects, bodies or authorities to whom it is mandatory to communicate your personal data by virtue of the provisions of law or orders of the authorities.

Data provided by you shall not be disseminated.

5. Transfer of personal data abroad.

5.1. Personal data are stored on servers located in Italy. In any case, it is understood that if necessary, the Data Controller will have the right to move the servers even outside the EU. Should this occur, the Data Controller ensures that data will be transferred outside the EU in full compliance with all applicable legal provisions and, in particular, those referred to in Chapter V of the GDPR.

5.2. Other than the hypotheses referred to in point 5.1, your data will not be transferred outside the EU

6. Period for which the personal data will be stored

Your data shall be stored for as long as necessary to achieve the purposes for which they have been collected, and in accordance with the specific provisions of the law in this regard and, in any case, not beyond 11 years. The obsolescence of the data being processed is verified periodically with respect to the purposes for which they were collected and processed.

7. Data Controller

Polito Serramenti S.p.A.

Via Dell'Industria, 4

25010 Borgosatollo

Certified e-mail address: politospa@legalmail.it

8. Rights of Data Subjects

You may, at any time, know the data concerning you, how such data have been acquired, if they are accurate, complete, updated and well kept, and also request that data be rectified or erased pursuant to articles 16 and 17 of the GDPR. Pursuant to article 21 of the GDPR, you will have the right to object, in whole or in part, to the processing of data on grounds connected to your particular situation. Where data are processed for direct marketing purposes, you will have the right to object at any time to the processing of your personal data for such marketing. These rights can be exercised through a specific request to be sent by recorded delivery letter - or certified e-mail - to the Data Controller.

You also have the right to lodge a complaint with the Personal Data Protection Supervisor.

Borgosatollo, 23/05/2018

Data Controller