

**Subject: Information on the processing of personal data in accordance with art. 13 Reg. 2016/679 / EU.**

Dear,

This is to inform you that our company processes your personal data.

The processing is carried out in compliance with the criteria set by the European regulation on the protection of personal data, Reg. 2016/679 /EU (hereafter GDPR) and any other national text legislation, provision or authorization of the competent Authority. According to the law, the processing must be based on principles of correctness, lawfulness, transparency and protection of your privacy and your rights.

1) The **data controller is Cest S.r.l.** in the person of its temporary legal representative, with registered office in Via E. Fermi, 9 - 37026 Verona (VR), tel.: 0456767631 e-mail: [info@cestsrl.it](mailto:info@cestsrl.it).

2) The data collection is **mandatory** for the completion of the contract and is collected without the need for your express consent (according to article 6.1 letter f), G.D.P.R.). The data are used for the following **purposes**:

- a) Sending information and promotional material relating to our area of competence for which express consent is required

Once the working relationship has been established, they will be used for (according to article 6.1 letter b), G.D.P.R.):

- b) Fulfillment of tax and accounting obligations
- c) Management of customers and suppliers
- d) Operational and management needs

3) **Methods:** personal data are processed by the data controller and by duly appointed persons for the correct fulfillment of the purposes expressed in point 2) through electronic means and paper files, as well as by using security measures to ensure data privacy personal data and to avoid undue access by unauthorized parties.

4) **Communication:** personal data may be communicated to duly appointed external parties who carry out activities on behalf of the data controller such as by way of example: accountant, credit institutes and related external professionals. There will be no communication of personal data to **third countries outside the EU** nor **public sharing** (eg social networks, websites etc.). The data controller does not use automated processes, including profiling, to achieve the purposes set out in this statement.

5) The Data Controller will process the personal data for the **time** necessary to fulfill the aforementioned purposes and no more than 10 years from the termination of the relationship for the purposes indicated in point 2 b) c) d) and no more than 2 years for the purposes referred to in point 2 a), except in the case of tacit renewal of the existing relationship.

6) The data subject has the **right** to ask the data controller to access their personal data or to correct or cancel the data or limit the processing that concerns them, or has the right to object to their processing, in addition to the right to request the portability of the data themselves. The request can be made by e-mail or by fax or by registered mail with the subject: "**request from the data subject**" specifying in the request the right that the data subject wants to exercise (cancellation, correction, portability), together with a valid e-mail address to which the reply should be sent. The data controller, or anyone appointed by them, will proceed to satisfy the request within 30 days from the date of receipt. Should the answer be complex, the time can be extended to a further 30 days, **upon timely communication** to the data subject. Should they deem it appropriate to assert their rights, they have the right to lodge a complaint with the competent supervisory authority, corresponding to the **National Privacy Guarantor**, located in Palazzo Monte Citorio 121, Rome.

#### ACKNOWLEDGEMENT

The data subject \_\_\_\_\_, having read the information issued in accordance to Regulation 2016/679/UE with the signing declares to have understood the purposes and methods of processing described therein.

Do you agree to the processing and communication of **personal data** for the optional purposes mentioned in the point 2a) indicated in the aforementioned reporting?

I Agree  I Deny Agreement

Place and date \_\_\_\_\_

Signature \_\_\_\_\_